

A photograph of a group of students working together in a classroom or office setting. In the foreground, a young woman with long dark hair, wearing a white t-shirt with a blue logo, is looking down at papers. To her right, a young man in a black and white plaid shirt is also looking at papers. Further back, another young man in a dark blue hoodie is working on a laptop. On the far right, a young woman with long dark hair is looking at a laptop screen. The desk is cluttered with papers, a laptop, a smartphone, and a pink sticky note. A large window in the background shows a bright outdoor scene.

Managing Groupwork

Workshop Objectives



- To reflect on personal experiences of groupwork
- To recognise the importance of early planning (e.g., task analysis, ground rules)
- To learn strategies for dealing with potential group conflict

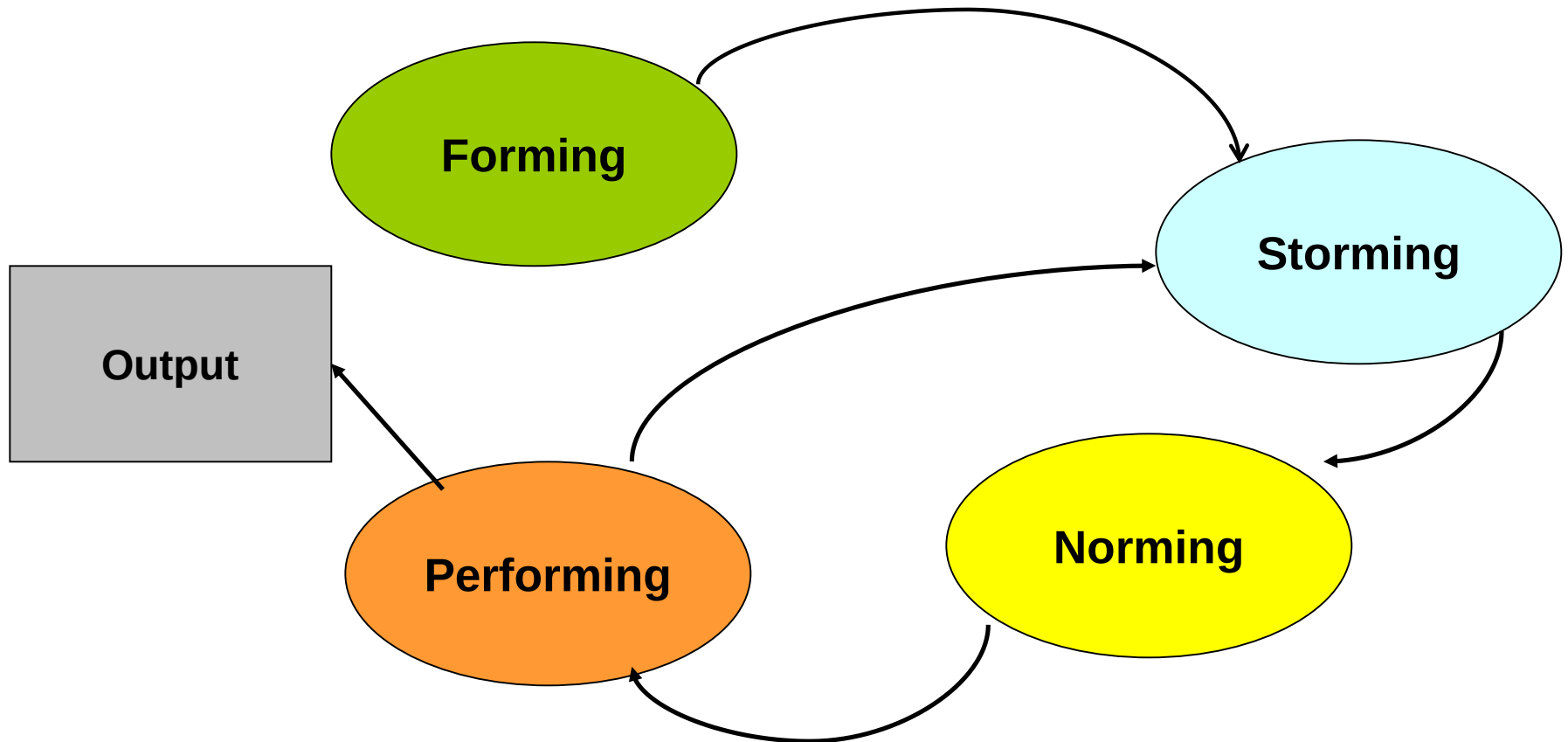


Benefits of Groupwork

- Better understanding and retention of material
- Builds essential skills:
 - Communication
 - Conflict management
 - Problem solving
 - Project management

Group Development

❑ Tuckman (1965)



Activity 1: Problem analysis



Source: <http://www.learnhighergroupwork.com/episodes.php>

People related problems	Process related problems
Members who dominate	No agreed ground rules
Members who don't contribute	No agendas for meetings
Talking not listening	No specific roles or tasks
Ideas dismissed or ridiculed	No set deadlines
No-one initiating discussion	No chairperson for meetings
Members isolated or ignored	Meetings start and/or run late
Lack of leadership	No meeting records kept
Uncommitted, unreliable members	No review of progress

Source: www.learnhigher.ac.uk

A photograph of a path made of flat, moss-covered stones leading from the foreground into the distance, receding towards a bright horizon. The stones are arranged in a slightly curved line, and the surrounding ground is wet and reflective.

The Initial Meeting(s)

**Agreeing ground rules
for working practice**

Clarifying the task

**Getting to
know your group**

A photograph of a path made of flat, rectangular stones laid out in a straight line, receding into the distance. The stones are covered in green moss and are partially submerged in shallow, rippling water. The background is a bright, hazy sky.

Subsequent Meetings

Reflection and feedback

Dealing with conflict

**Monitoring meeting
effectiveness**

Allocating work

Getting to Know your Group



- Open and positive attitude
- Introductions:
 - Identify special interests and skills
 - Get everyone talking
- Master list of contact details (Handout 1)



Clarifying the Task

- Expected output and mode of assessment?
- Final deadline for project?
- Task Analysis:
 - Wording of brief
 - Brainstorming
 - Record all ideas; evaluate later
- Written summary of task analysis (see Handout 3)

Ground Rules for Working Practice



- Meetings: how often and where?
- Staying in contact
- Procedures for dealing with non-attendance and non-completion of work
- Leader: permanent, rotating, none?
 - Chairperson for meetings nb
- Permanent or rotating minute taker?
- Reaching agreement in meetings

Allocating Work

- Manageable sub-tasks
- Actions linked to sub-tasks
- Actions prioritised and allocated
 - Record of who, when, and what standard
- Assembly of parts by whole group





Making Meetings Work

- Deadline points
- Agenda (see Handout 2)
- Possible roles:
 - Chair/Facilitator
 - Record/note-taker (see handout 3)
 - Time-keeper
 - Task Manager (or sub-group co-ordinator)
- Agreed actions

Dealing with Social Loafing

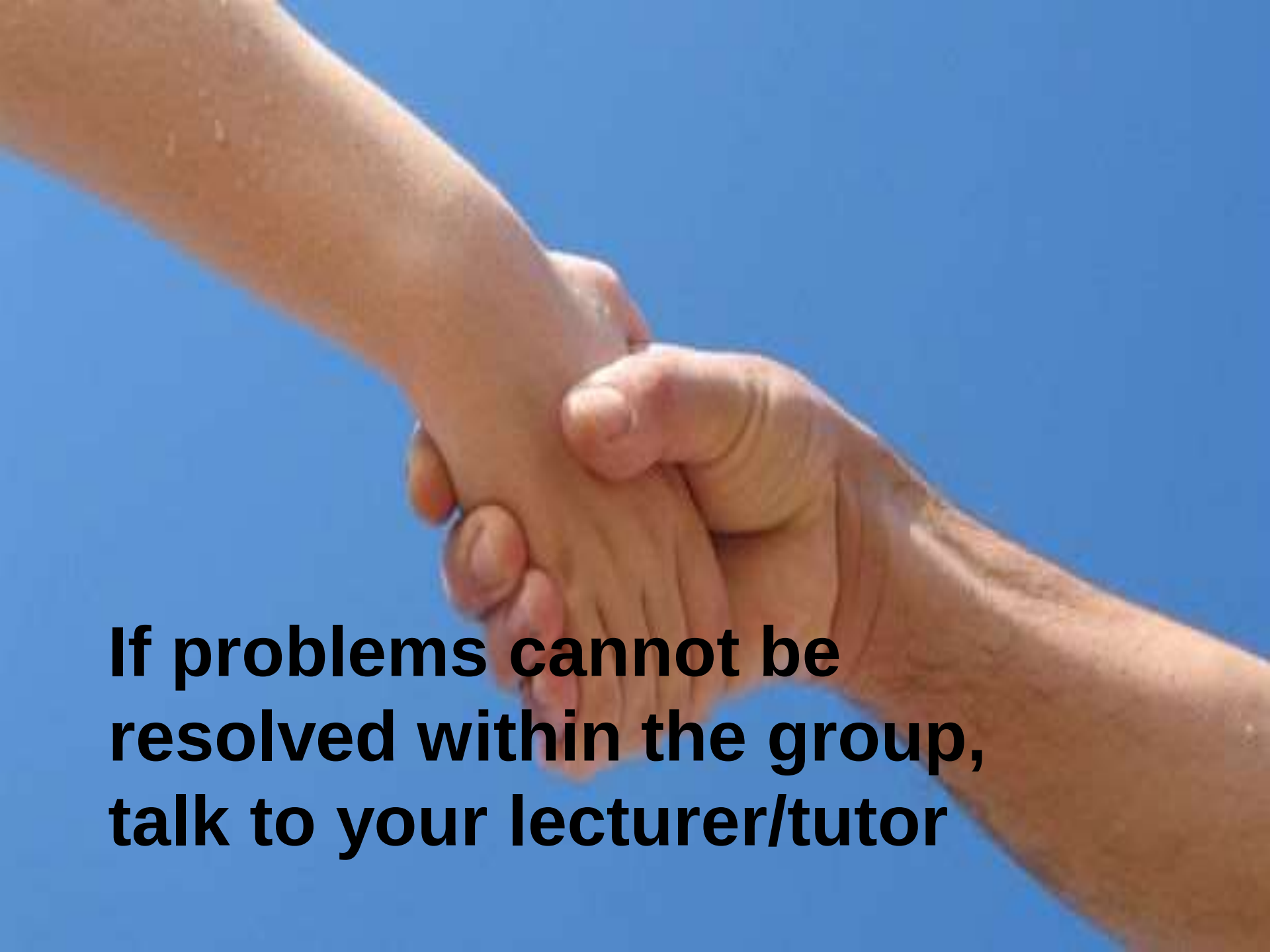
- 1. Cause?**
- 2. Encouragement, guidance, or practical assistance**
- 3. Regular review of individual progress**



Domineering Members

- Deliberate turn taking
- Indirect approach:
 - Blanket statements about collaboration
 - Humour
- Direct approach:
 - Private conversation
 - Group discussion



A close-up photograph of two hands shaking, symbolizing agreement or support. The hands are light-skinned and are positioned in the center of the frame. The background is a clear, bright blue sky. The text is overlaid on the lower-left portion of the image.

**If problems cannot be
resolved within the group,
talk to your lecturer/tutor**

Reflection & Feedback



- Group evaluation form (see Handout 5)
- Discussion of what is and isn't working
- Action points for future
- Change of leadership?
- Reflection at end of process:
 - Essential if lasting group
 - And if group process will be assessed



Take Home points

- Ground rules
- Allocation of work based on task analysis and group analysis
- Effective meetings: roles, actions, records
- Direct and indirect strategies for addressing conflict
- Reflection at mid-point and end-point

Student Learning Development

offers advice, resources, individual consultations, workshops and much more to help you improve your academic performance and reach your potential.

Upcoming Events

Monday, February 22

4:00pm [Presentation Skills](#)

Thursday, February 25

1:00pm [Critical Writing \(Repe](#)

Thursday, March 4

4:00pm [Thesis Writing - G](#)



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