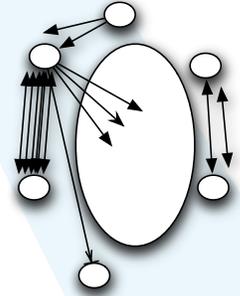


## Observe your Meetings

1. Take a few moments to just observe, observe, listen, listen to your group. Get an overall sense of:
  - A. Interactions – who speaks to whom or to the whole
  - B. Non-verbal behavior indicating engagement or not
  - C. Roles – emerging roles that you recognize
2. Then use the following observation worksheets to chart distinct aspects of this group's functioning.
3. After you have observed the whole meeting experience and charted your observations, take a few moments to jot down highlights (can be in bulleted format) that include:
4. Climate—general physical (room, lighting, noise, layout of room, etc) and emotional tone (formal, informal, cooperative, collaborative, antagonistic).
  - A. Involvement – who was there, why, level of engagement, etc.
  - B. Interaction – who talked with whom, rhythm or flow, power with/power over, generative conversation, etc.
  - C. Cohesion – level of group cohesion and solidarity, advocacy vs. inquiry, personal agendas, teamwork.
5. Note events or key occurrences that you feel significantly affected the group's proceedings or developments.
6. Productivity – goal/objective clarity, amount completed, forward movement to meeting goals, distractions/blockages.

## Group Process Observation

1. Draw the table or room set up below
2. Label where all people are seated around the "table" or area.
3. Draw a line with an arrow from an individual who makes a statement to the person they made the statement to. If a statement is made to the whole group draw an arrow into the middle of the table or area.
4. Use a line with arrows at both ends to show that the statement made by one person to another was responded to by the recipient.



## Non Verbal Observation

1. ID meeting participants from your diagram of people in meeting using numbers at top of column. Observe and note the nonverbal behaviors you can identify below.
2. Tally in the columns opposite the description you observe each time that behavior occurs—you can use the “tick” system of counting.

	1	2	3	4	5	6	7	8
Leans forward to table								
Leans away from the table								
Eyes attentive to the group								
Arms folded, body “closed”								
Doodling, eyes wandering, apparently daydreaming, out of touch								
Makes side comments to neighbors								
Other significant nonverbal behavior:								

## Effective Group Task Functions Observation

You are to observe the TASK FUNCTION behaviors of everyone in the group – the leader/ member behavior required for accomplishing group tasks

1. Make a map of the seating arrangement and number all participants.
2. Whenever any of the behaviors described below occur in the group, record the number of the person who produced that behavior in the space opposite that category.

	1	2	3	4	5	6	7	8
DEFINES PROBLEM OR ISSUE: defining a group problem, issue or overall purpose of group or meeting								
INFORMATION or OPINION SEEKING: Requesting facts; seeking relevant information about a group concern, asking for suggestions and ideas								
INFORMATION or OPINION GIVING: offering facts, providing relevant information about a group concern or issues; stating a belief; giving suggestions or ideas								
CLARIFYING OR ELABORATING: Interpreting or reflecting ideas and suggestions; clearing up confusions; indicating alternatives and issues before the group; giving examples								
SUMMARIZING: pulling together related ideas, restating suggestions after group has discussed them; offering a decision or conclusion for the group to accept or reject								
FEASIBILITY OR CONSENSUS TESTING: Checks reality, suggests possible options; sends up "trial balloons" to see if group is nearing a conclusion; checking with group to see how much agreement has been reached								
RECORDING/ORGANIZING: scribe, note taker								

## Group Building & Maintenance Functions Observation

You are to observe the group-building and maintenance behavior of everyone in the group – Leader-member behavior required for building a d maintaining the group as a working unit

1. Make a map of the seating arrangement and number all participants.
2. Whenever any of the behaviors described below occur in the group, record the number of the person who produced that behavior in the space opposite that category.

	1	2	3	4	5	6	7	8
ORIENTING-FACILITATING: attempting to keep communication channels open; facilitating the participation of others; suggesting procedures for sharing opportunities to discuss group problems								
EXPRESSING GROUP FEELINGS: Sensing feeling, mood, relationships within the group; sharing one’s own feeling with other members								
HARMONIZING: attempts to reconcile disagreements; reducing tension through “pouring oil on troubled water”, gets people to explore their differences;								
ENCOURAGING: Being friendly, warm & responsive to others; accepting others & their contributions; regarding others by giving them an opportunity for recognition								
FOLLOWING-COMPROMISING: going along with group or when one’s own ideas or status is involved in a conflict, offers compromise, yields status, admits error; disciplines self to maintain group cohesion.								
SETTING STANDARDS: expresses standards or goals for group to achieve; helps group become aware of direction and progress;								