Working in Groups

Group work is an integral part of success in school and in the workplace. Some groups are great and others are not but you have to learn how to work in all kinds. A good study group can help you learn the material better because you share ideas, learning from each other, and discuss the ideas, concepts, and facts.

A good study group is about studying more and socializing less. There’s time for that outside the group time. Look for people in your class who are doing well academically – they are the ones who come to class every day, take good notes, show up on time, and turn in all assignments.

**Take Initiative** - Don’t wait for a Study Group to appear from nowhere, create your own.

**Get to Know Each Other** - Spend a few minutes at the first session getting to know each other. Each member will feel more responsible to the group if you’ve started to make a connection.

**Assign Responsibility to all Group Members**
- Take responsibility for the first study session yourself. After that, all group members should have some responsibility for each session.
- During the first session, discuss with others who will be responsible for all planned sessions
  - Make a list, give different group members responsibility for facilitating next sessions
  - Discuss administrative-type details at first meeting
    - Where will we meet? What will we do? What do we need to do to prepare?
  - Create an email and telephone list
  - Create an agenda for each meeting
  - Decide how long each meeting will last in advance
  - Leave 5 – 10 minutes at the end of each session to plan for the next one.

**Give each member assignments for the coming session.**
- **Discussion Leader** - Keeps the group on track, make sure everyone participates, and helps to moderate those who may try to dominate the discussion.
- **Recorder/Record Keeper** – takes minutes, records group assignments, keeps copies of all papers and files, etc.
- **Reporter** – puts together the draft of the group’s assignment, gathers feedback from all group members, incorporates agreed-upon changes, and submits the project.
- **Timekeeper** - makes sure the group stays on schedule – for the current group meeting and for the project as a whole, makes sure the meetings start and stop on time.
Create 'ground rules' for meetings

- Be on time, be respectful of others' ideas/beliefs, this is a study group, not a social group
- Be prepared
  - Have homework, study guides, sample tests, etc. completed before session
  - Have questions about subject ready to discuss
  - Bring class notes to study sessions
- Plan ahead and find regular meeting times that work for most students in group
  - Do not meet sporadically - Create weekly, bi-weekly, or monthly sessions

Pick 3 of the above tips that sound like something that would help you work better in groups. Write them down below along with how and when you will incorporate them into your Becoming a More Successful Student Plan.

1. 
2. 
3. 

Power of Positive Thinking: Working in Groups

Working in groups is a necessary part of being a college student and something that I will continue to do in the workplace. Some groups are great and we get a lot done and other need more work. Knowing some ideas on how to make a group work more efficiently is something that will definitely help me become a more successful student.