# THERE IS NO "I" IN TEAM

## What is Group Work

A group of people, **collaborating as a team**, that work jointly and **share an equal amount of workload** to achieve a mutual goal.

**Group work requires** commitment, group effort, personal accountability and the responsibility to promote each other's success.

## Benefits of Group Work

Is a **real-world skill required** by employers in the workplace

It **builds relationships** and develop social, communication and **management skills**

Group interaction stimulates **higher-level critical thinking** and reasoning

It **elevates the level of motivation** to accomplish goals

Group interaction **leads to creativity**

It **enhances individual responsibility** and accountability

## Barriers of Group Work

Lack of clear objectives to achieve goals

Not being prepared and ignoring deadlines

Not being punctual or not turning up for meetings

Not paying equal attention to every member's contribution

Leaving group work discussions early

Strong, domineering personalities manipulating shy, introverted group members

Non-communicative members

Not expressing support or acceptance of diverse group members

Know-it-all behaviour

Not asking for, or ignoring help

Members working at different paces

Negative nonverbal communication

Disruptive, inappropriate behaviour during group work discussions

## "TIPS" for effective group work

- See collaboration in groups as a business deal
- Act professional and courteous towards all group members
- Make sure there is ongoing discussion in your group
- Remember that every opinion counts, even if you disagree
- Appreciate that teams are dynamic and group work relies on multiple perspectives and skills
- Criticise an idea not a group member
- Be responsible for your (equal) share of the workload
- Avoid interrupting and derailing each other
- Compromise, group work is not about always having the last say and being right
- Set ground rules for attendance, participation, preparation and quality of work
- Set discussion dates and times and deadlines for contributions in advance.
- Identify key roles for each team member according to their strengths and skills.
- Elect a group convener for smooth exchange of information and organisation