GROUP DISCUSSION GUIDELINES

I. The first rule is to LISTEN. This means, at a minimum, that only one person talks at a time.

II. The next rule is to include everyone.

III. The last rule is to SPEAK TO, NOT ABOUT, people. This means that no one who is not present can be mentioned by name, and no one who is present can be talked about in the third person—whether or not his or her name is used. Avoid all put-downs.

All three of these rules have moral importance, and can be summarized by the one maximum: BE RESPECTFUL.

GROUP DYNAMICS ROLES

Facilitator (Task Oriented)
  □ Makes sure everyone equally shares. Doesn’t let one person dominate the conversation and/or the quiet one not share their ideas or opinions.
  □ Keeps everyone on task, on the agenda.

Time Keeper
  □ Keeps track of the time allotted for the activity/discussion.
  □ Informs the group of time limitations.

Recorder
  □ Writes the group responses on a sheet of paper or newspaper.

Reporter
  □ Shares with the larger group the results, comments or summaries of the discussion of the work group.