##### Appendix 1: Group Work - Self Evaluation

Source: Developed at London Guildhall University (for Unit SO101); kindly supplied by Dr Maggie May

##### Aims

* To evaluate my role in and contribution to group work
* To consider the benefits/drawbacks of group/team work
* To use the evaluation to develop strategies for more effective group work
* To consider why employers emphasise the development of group skills
* T develop a portfolio of examples of group/team work for employment purposes

##### Self evaluation

Using the following questions grade yourself from 5 (excellent) to 1 (need considerable improvement)

1. Attendance at Group Meetings

* How flexible was I in setting meetings ?
* How many meetings did I attend ?
* Did I arrive on time ?
* Did I apologise/explain any non-attendance

1. Contribution to Group Meetings

* Did I take a full part or was I shy and quiet ?
* Did I digress/gossip much of the time ?
* Did I provide workable ideas ?
* Did I encourage others to contribute ?
* Did I listen to and consider points raised by others ?
* Was I prepared to modify my own ideas ?
* Did I undertake an equitable share of the research and other tasks ?
* Did I undertake my set task and come prepared ?

##### Understanding of Group Dynamics

* How did my team form ?
* What roles (leader/team player/follower/gatekeeper) did individuals adopt ? Why ?
* What main role did I play ? Why?
* Did I undertake a variety of roles as needed ?
* Was I able to deal with conflict ? How?
* How effective was the team ?
* How do I determine its effectiveness ?
* If I were given a similar assignment, would I behave differently, and why ?

##### Employer Expectations

* Why do employers emphasise the development of group skills ?

##### Follow-up

* Visit the library and Learning Development resources for information on teams.
* Describe a ‘critical incident’ which occurred in your team. What was its significance? How did you tackle it?