

Presentation Notes

Presentation _____ Lesson 2.2

Notes from Presentation:

Groups and Teams

By Definition

- Group
 - A collection of people
- Team
 - People working together toward a common goal

Effective Groups

- Have a purpose
- Organized and use time efficiently
- Communicate clearly and directly with each other
- Allow everyone to share their opinion
- Assign responsibilities and complete those assignments
- Don't pre-judge each other
- Value differences
- Sense when things are not going well and make efforts to self-correct
- Focus on content **and** group process; not just on content

Sample Roles in Groups

Meetings

- Chairperson
- Secretary
- Officers
- Committees
- Members

Group Presentations

- Research background, benefits, & drawbacks
- Shared presentation responsibilities

Setting Team Expectations

- Define the task at hand
- Clarify task and determine desired outcomes
- Recognize strengths and weaknesses of each member

Sample Group Expectations

- Use of time
- Preparation & Participation
- Decision-making process
- Communication
- Respect
- Handling disagreements
- Perceptions

Handling Conflict in a Group

- Normal for conflict to occur in groups
- Determine the cause

- Confront the issue
 - Express concerns openly to all group members
- Find common ground or way to resolve

AFNR Reflection Page

List five key points that are important to remember from this presentation.

1. How to handle a conflict.
2. Group expectations.
3. Difference between group and team.
4. Roles in a group.
5. Effective group.

List three ideas or concepts that this new information has in common with previous things learned.

1. How to handle a conflict.
2. The groups expectations.
3. The effectiveness in a group.

List questions or ideas that remain unclear about the information presented that should be asked for clarity at the appropriate time.

None.