

BACK GROUND INFORMATION ON GROUPS

- Group Meeting:
 - Purposive discourse between two or more people
- Types of Group meeting
 - Informal Group
 - Unplanned, free flowing meetings or get togethers for social purposes which may later develop into formal meetings
 - Formal Group
 - These are task oriented groups, often search for solution to problems, look for a course of action, make recommendations to a higher authority

FORMATION OF GROUPS

forming	Storming	Norming	Performing
<ul style="list-style-type: none"> • Orientation phase • Group tries to get started 	<ul style="list-style-type: none"> • Members begin to stake out their positions; they begin to have conflicts and 	<ul style="list-style-type: none"> • Progress begins here. Members work to solve conflicts and recognize acceptable 	<ul style="list-style-type: none"> • Here the group begins to achieve its goals

Phases of Problem Solving

Orientation	Discussions are free flowing, questions are numerous
conflict	Members offer their opinions, evidence to support At this stage conflicts occur
Emergence	Open exchanges continue; search for solution starts, compromises occur
Solutions	Positive attitude, now is the time to complete the task and agree upon a solution

PURPOSES AND KINDS OF MEETINGS

Informational meetings

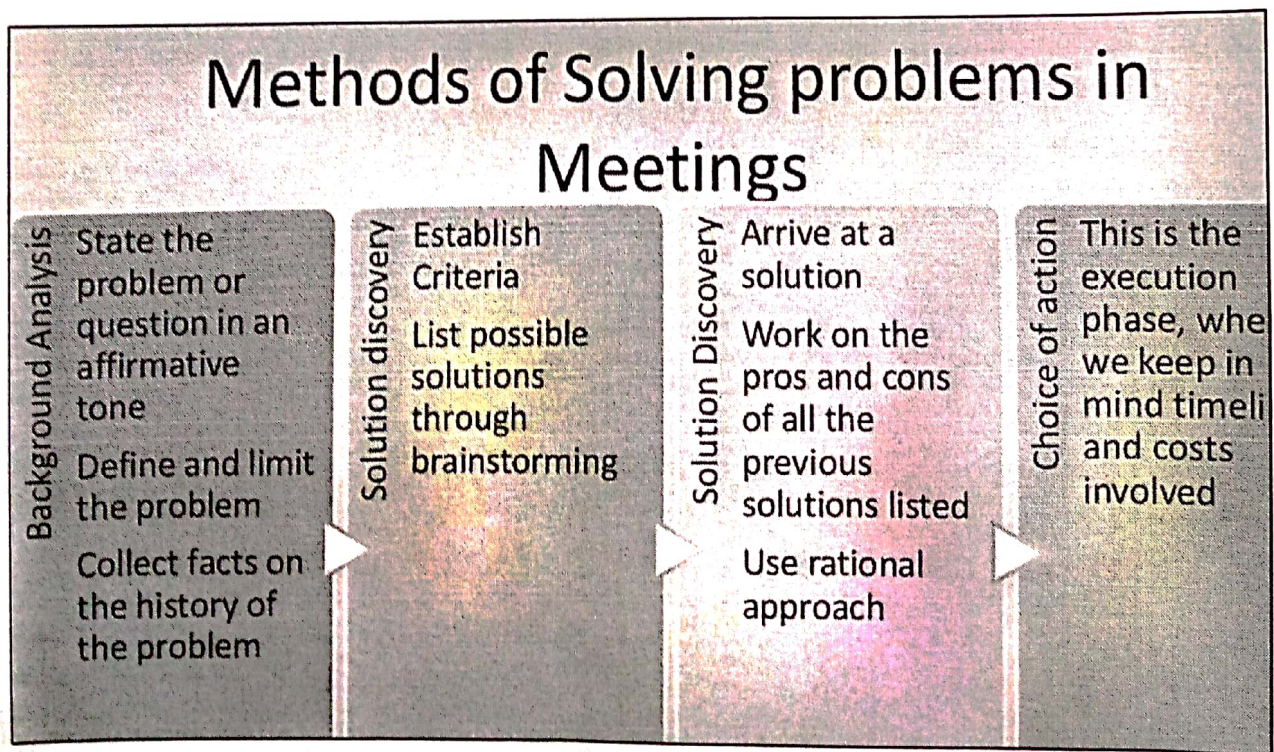
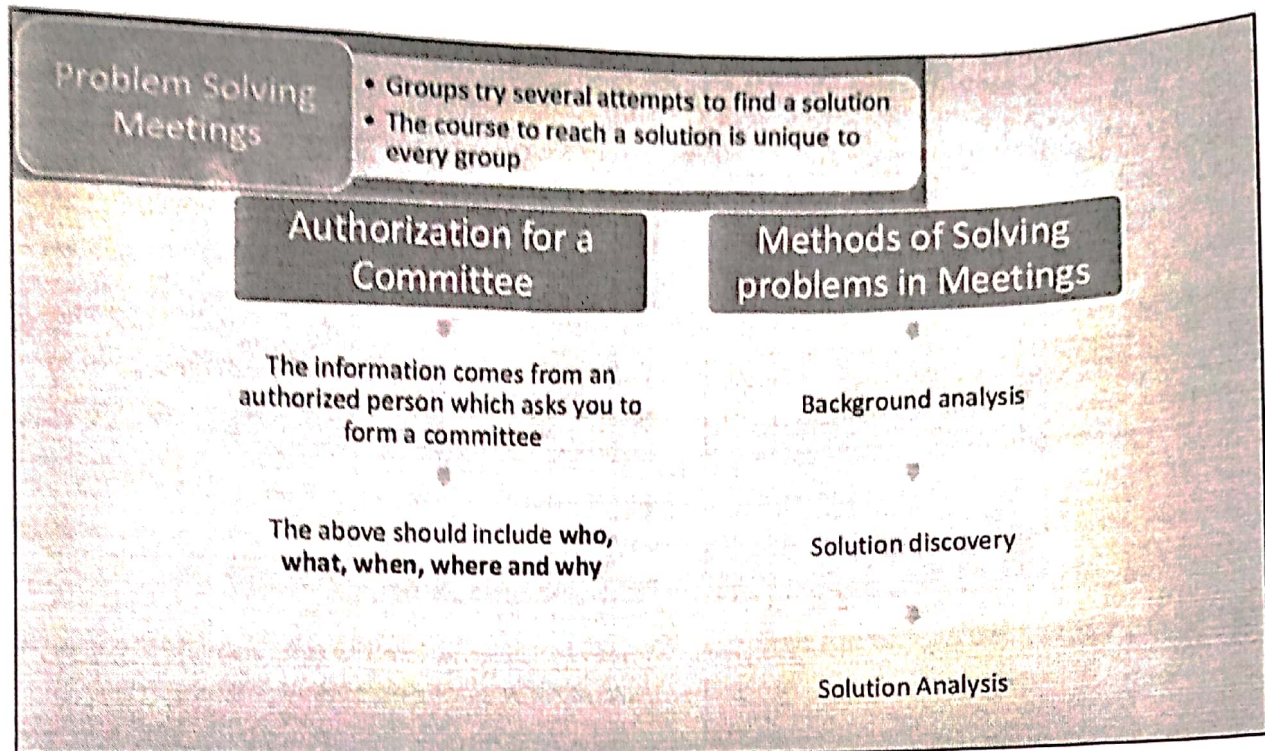
- seek to clarify, to make something clear, to give information

Suggested solution meetings

- This meeting occurs to evaluate the suggested solutions to a problem

Problem Solving

- Groups try several attempts to find a solution



LEADERSHIP RESPONSIBILITIES IN MEETINGS

- Kinds OF leadership
- LEADERSHIP RESPONSIBILITIES
 - Planning steps before the meeting
 - Procedures during the meeting
 - Follow up after the meeting

Kinds of leadership

1. Authoritarian

- Shows contempt of some members
- Dominates the discussion
- Praises those who agree with him
- Speaks often and loudly
- Issues orders and commands
- Suggests that he has authority

Kinds of leadership

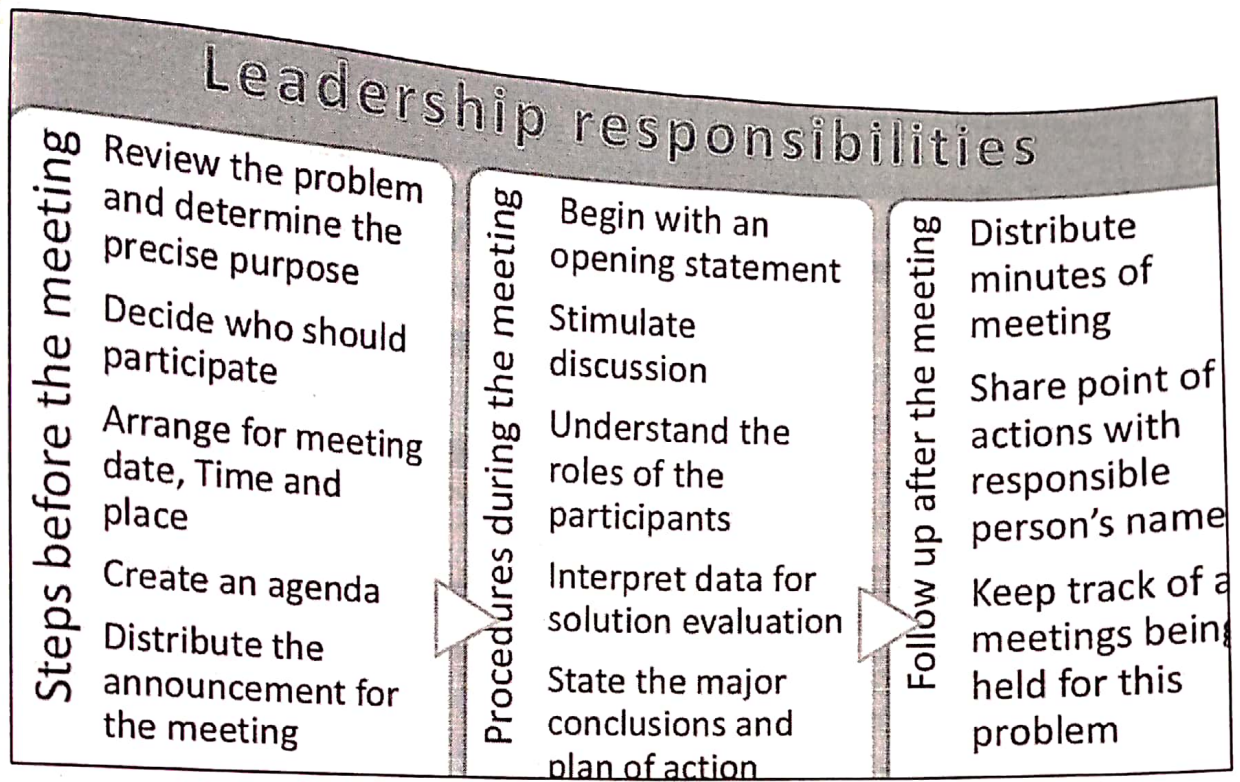
2. Leaderless

- Shared leadership
- Allows high ability people to run the meeting
- This is rarely beneficial as someone to guide should be available

Kinds of leadership

3. Democratic / Participative

- Goal is to help the group to make the best possible decision
- Others are listened and are given authority to conclude
- Facilitate productive discussions
- Invite minorities
- Clarify vague statements



PARTICIPANT RESPONSIBILITIES IN MEETINGS

Preparation for meetings

- Do your homework, Collect information, check data, confirm conclusions
- Be over-prepared

Effective participants roles in meetings

- Organizer
- Clarifier
- Questioner
- Factual contributor