

MANAGER

- **Helps the team get started quickly and remain focused.**
 - “I think we have everything; are we ready to begin?”
 - “We’re getting off topic; could we talk about that later?”
- **Takes care of time management; keeps an eye on the clock.**
 - “I think we need to focus on _____ so we complete this section on time.”
 - “Let’s skip this question for now until we can ask the instructor for help.”
 - “We have _____ minutes before we need to discuss. Let’s get this done.”
- **Makes sure that all voices in the team are heard and respected.**
 - “(Name), would you be willing to read question _____ out loud?”
 - “(Name), what do you think about our team’s answer to _____?”

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Quality Indicators for Manager

- The team begins promptly and stays on task most of the time.
- The team progresses through the activity in a timely fashion.
- All team members are participating and follow their assigned roles.

POGIL Process Skill Definitions

Communication

Exchanging information and understanding through speaking, listening, and non-verbal behaviors. Conveying information and understanding to other team members. Contributing to team discussion, rephrasing concepts in own words, and using appropriate terminology.

Teamwork

Interacting with others and building on each other's individual strengths and skills. Working toward a common goal, building consensus, compromising/cooperating, and sharing ideas. Respecting everyone's opinions.

Problem Solving

Identifying, planning, and executing a strategy that goes beyond routine action to find a solution to a situation or question.

Critical Thinking

Analyzing, evaluating, or synthesizing relevant information to form an argument or reach a conclusion supported with evidence.

Management

Planning, organizing, directing, and coordinating one's own and others' efforts to accomplish a goal.

Information Processing

Evaluating, interpreting, manipulating, and/or transforming information.

Assessment

Gathering information and reflecting on experiences to improve subsequent learning and performance.

Metacognition

Thinking/reflecting about one's thinking and how one learns, and being aware of one's knowledge.

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