

Module 4 Group Exercise

1. Key “Do’s” and “Don’ts”

Do:

Display active body language and eye contact
Ask others for their opinions (especially quieter group members)
(Refer to fellow team members by name)
Target your contributions on the goals of the exercise
Seek compromises whenever possible

Don’t:

Stay silent for long periods
Dominate the discussion
Interrupt or talk over others
Talk for the sake of saying something

2. Preparation

Assess your personal style in meetings utilising “Do’s and “Don’ts”:

- Seek feedback from others
- Personal assessment of your behaviour in meetings

In Group Exercises I will focus on the following:

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Name: _____ Date: _____

2. Actions During the Group Exercise

- Ensure an appropriate frequency of my contributions
- Monitor my involvement (Take a note of the times when you speak)
- Identify quiet/quieter team member(s) and address some remarks to them specifically inviting involvement