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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

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**In Group Exercises I will focus on the following:**

**-**

**-**

**-**

**-**

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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

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