



# Managing group work

Managing group work is a crucial part of the student experience. Below are some useful tips for staff to help prevent some of the most common problems in group work.

## 1. Facilitate communication

Encourage group members to get to know each other, create a [group contract](#) and exchange information in their first meeting.

## 2. Develop and practise conflict resolution skills

Think about the most common types of issues encountered by groups (for example, a group member is not contributing). Ask students to discuss these scenarios and develop constructive responses.

## 3. Explain your role

Explain your student consultation times are for groups and the situations in which you would intervene.

## 4. Observe group interactions and progress

Be involved along the way to help monitor if any problems are arising. This can be in person at group meetings or by setting assessment based on group participation in an online discussion board or wiki.

## 5. Request progress reports on group work

This monitors group participation in the project.

## 6. Request progress reports on group dynamics

This monitors productive and non-productive dynamics and communication practices of the group.

## 7. Give feedback on group processes

Comment on the interactions that have been occurring within groups. This can be to individual groups and also general comments to the class.

## 8. Use self-evaluation forms

Get students to complete [self-evaluation forms](#) to reflect on their experience.

Developed from

<http://www.cmu.edu/teaching/design/teach/instructionalstrategies/groupprojects/monitor.html> (accessed 20/10/2014)