GROUP WORK

How do you turn your group work into a success story? Try to have a clear agreement with your team on these 3 aspects: Timing, Goal, Practical aspects. Here below you can find some guiding questions.

TIME

- Have you scheduled most of the meetings in advance?
- Have you foreseen a moment for the feedback process after the meetings (e.g. 10 minutes before the end of the meeting)?
- Have you set internal deadlines in accordance with official ones?
- Don’t forget to note down all official deadlines!

GOAL

- Is the goal of the project clear for everyone in the group?
- Have you divided the main goal into smaller steps?
- Have you evaluated the group process and your own interaction within the group?
- What is the current state (individual/group)?

PRACTICAL

- Have you divided the roles in the group?
- Have you divided the tasks?
- Make a report during each meeting (division tasks, deadlines, meetings…)
- Do you have all the material and have you decided on how to share it (e.g. Canvas-platform)?
- Is there a presentation? Schedule when to practice.
GROUP WORK

Giving feedback is extremely important when working in group. Each feedback question works at 4 levels: task, process, self-regulation and self-level. Take 15/20 min at the end of your team meeting to check with the group these 3 steps:

**FEED UP - WHERE ARE WE GOING?**

- Is the goal of the project still clear?
- Why am I/are we doing this?
- Do we need to change the roles within the group?

**FEED BACK - WHAT’S OUR SITUATION NOW?**

- What has been achieved so far? (or: Where do we/I stand now?)
- What went right, what can we improve?
- Are there some obstacles? If so, how can I/we deal with them?

**FEED FORWARD - WHAT IS MY NEXT MOVE?**

- What is the next step and how can I/we do this?
- Does everyone know what’s expected for the next meeting?
- How can you do something constructive with the received feedback?

Learn more? Check our Canvas course Tel. +32 (0)2 629 23 06 guidance@vub.be follow Study Guidance on wearestudent.vub.be