

## WAYS MEMBERS CONTRIBUTE TO EFFECTIVE GROUPS

<p>1. Members do not ignore seriously intended contributions.</p>	<p>When others do not respond to an idea, the speaker doesn't know whether they understand, they understand but disagree, they understand but think its irrelevant, etc.</p> <p>When this principle is followed, the decision is cumulative and the group moves together. When it is not followed, the discussion becomes scattered, the same points are made over and over, and people feel no progress is occurring.</p>
<p>2. All members participate, but in different and complementary ways.</p>	<p>Some fulfill task functions; others carry out interpersonal functions; some provide information; others make sure things are understood and organized; some identify points of agreement and disagreement; etc. Members do not always participate in the same way each time.</p>
<p>3. Members check to make sure they know what a speaker means before they agree or disagree with his/her contribution.</p>	
<p>4. Members speak only for themselves, and let others speak for themselves.</p>	<p>They state their reactions as their own and don't attribute them to others, or give the impression they are speaking for others.</p>
<p>5. All contributions are viewed as belonging to the group, to be used or not as the group decides.</p>	<p>When people make suggestions, they do not have to defend them against the other ideas.</p>
<p>6. The group brings conflict into the open and deals with it.</p>	
<p>7. The group looks upon behavior which hinders its work as happening because the group allows, or even wants it; not just as a result of a problem member.</p>	<p>Groups give helpful information to individuals about the impact of their actions on the group. They do not, however, analyze, dissect or work over them.</p>
<p>8. Whenever the group senses it is having trouble getting work done, it tries to find the reason.</p>	<p>Some symptoms of difficulty include hair-splitting, points repeated over and over, suggestions not considered, private conversations in sub-groups, two or three people refuse to compromise, ideas are attacked before they are completely expressed, apathetic participation, etc.</p>
<p>9. The group recognizes that what it does is what it has chosen to do.</p>	<p>To decide or not to decide is a decision. Decision-making must be agreed on: consensus, voting, sub-group, leader.</p>