

## TASKS OF THE TEAM MEMBERS

*The quality of the meeting depends on the quality of the participants.*

- Take an active role—participate.
- Commit to the group and the process.
- Remain open to new information and ideas.
- Display patience with others and the process.
- Listen; listening shows respect for others.
- Avoid participating in personal attacks.
- Share the responsibility for managing the process.
- Confront those interfering with the group's progress.
- Help facilitator and recorder stay in their roles.
- Do homework and follow through on commitments.
- Follow the group's Code of Cooperation.
- Stay on task.

### **Hints for Group Members**

- Keep an eye on the group memory. Help the recorder keep up and be accurate. Encouragement and praise are welcome!
- Focus on the problem, not the facilitator. Don't kibitz unless your advice is asked for or the facilitator clearly needs it.
- Be aware of where you sit. Don't always sit in the same place with the same people.
- Use effective communication skills: SPACE, balance advocacy and inquiry, etc.
- Listen, listen, listen, listen, and listen.