

Basics--Facilitating Effective Groups

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1. You must find ways to convince students that many different intellectual abilities are necessary for group work to succeed.
2. Labor must be organized so that everyone has a distinct task and everyone has a “working” role.
3. Be very clear about “how” roles or jobs are to be done.
4. Try to allocate jobs and roles that are a good fit for the appointed team member. Success matters especially at first.
5. Use small group work when the task really calls for it, and...create more tasks that can be enriched by small group work.
6. Establish with students norms and guidelines for group discussions, group projects and working time.
7. Have regular debriefing sessions to determine how it’s going.
8. Compose mixed-ability groups for most tasks.
9. Pairs or groups of 3-4 work best
10. Rotate all responsibilities.