

Activity 2 Guidelines for Working Effectively as a Group

Objective

To develop guidelines for working effectively as a group

Time

30 min

Description

This activity is divided into two parts.

In **Part A**, you will brainstorm on behaviours that affect group dynamics.

In **Part B**, you will determine guidelines for working effectively as a group during this workshop.

5 min

Part A Brainstorming

The facilitator leads a brainstorming session to identify behaviours that either help or interfere with the effective functioning of a group.

As the participants provide ideas, the facilitator lists these in different columns on flip chart; i.e., behaviours that interfere with the effective functioning of the group are listed in RED in one column and those that help group process are listed in GREEN in the second column.

15 min

Part B Identifying Guidelines for Working Effectively as a Group

Based on the ideas presented in Part A, together with your facilitator, develop a number of guidelines for working effectively as a group. You may also want to refer to the Universal Declaration of Human Rights (UDHR) in *Reference Sheet 1: Summary of the Articles of the UDHR* and reflect on how it can inform the guidelines you determine for your group.

The facilitator writes the guidelines agreed to on flipchart and posts them in the room for the remainder of the workshop. It is important that all members of the group, including the facilitators, feel comfortable with the guidelines and commit to respecting them.

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Thissen, 2003-09-11 The Screen Design Manual provides designers of interactive media with a practical working guide for preparing and presenting information that is suitable for both their target groups and the media they are using It highlights background information and relationships clarifying them with examples and encourages the further development of the language of digital media In addition to the basics of perception and learning psychology ergonomics communication theory imagery research and aesthetics the book also considers design navigation and orientation elements Guidelines and checklists along with the comprehensive design of the book support the transfer of information into practice Frank Thissen teaches multimedia didactics and information design at the University of Applied Sciences in Stuttgart For over 10 years he has been developing computer based training He has worked for international companies such as Siemens AG and SAP AG His research project explores the role of emotion in e learning www.frank-thissen.de Key Topics Interactive media Text for the screen Effective use of pictures Video animation and sound Screen layout Orientation and navigation Interaction Emotions and metamessages Intercultural communication **Franchise Opportunities Handbook**, 1991 This is a

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