Small Group

3-12 people assembled for specific purpose
Problem-Solving Group

Formed to solve problem
Leadership

Influencing group to help achieve goals
Group Leaders

- Implied
- Emergent
- Designated
Implied Leader

Member to whom others defer because of rank, expertise
Emergent Leader

Member who emerges as leader during deliberations
Designated Leader

Member elected or appointed as leader
Group Needs

- Procedural
- Task
- Maintenance
Procedural Needs

Routine “housekeeping” actions necessary for conducting group business
Substantive actions necessary for group to complete task
Communicative actions that maintain relations in group
Group Responsibilities

• Commit to group goals
• Fulfill individual assignments
• Avoid interpersonal conflicts
• Encourage full participation
• Keep discussion on track
Hidden Agenda

Unstated individual goals that may conflict with group goals
Reflective-Think. Method

Five-step method for directing discussion
Reflective-Think. Method

- Define problem
- Analyze problem
- Establish criteria for solutions
- Generate potential solutions
- Select best solution
Question of Policy

Whether specific course of action should or should not be taken
Discussion Questions

Guidelines:

- Make clear, specific
- Phrase to allow for many answers
- Avoid biased questions
- Pose single question
Ineffective: What should be done about fraudulent charities?
More Effective: What should the government do to control the activities of fraudulent charities?
Ineffective: Should the city build a new elementary school?
Allow Many Answers

More Effective: What steps should the city take to deal with increasing enrollment in the elementary schools?
Ineffective: How can we keep the campus bookstore from ripping off students?
Avoid Bias

More Effective: What changes, if any, should be made in the pricing policies of the campus bookstore?
Pose Single Question

Ineffective: What revisions should the college consider in its admissions requirements and in its graduation requirements?
Pose Single Question

More Effective: What revisions should the college consider in its admissions requirements?

More Effective: What revisions should the college consider in its graduation requirements?
Consensus

Decision acceptable to all members
Recommendations

• Oral report
• Symposium
• Panel
Oral Report

Speech presenting group’s findings, decisions, etc.
Symposium

Public presentation in which people give speeches on different aspects of topic
Panel Discussion

Structured conversation among people in front of audience