Learning Activity 8.2 Group work roles

It may be useful to identify which roles you tend to take on when you are in a group. This questionnaire may provide you with some insight.

Answer the following questions honestly to discover which group work roles you are most suited to. Circle the option that best reflects your typical behaviour.

1. How do you usually approach group discussions?

a. I like to keep everyone on track and ensure the discussion remains focused.

b. I make sure everyone knows their tasks and that deadlines are clear.

c. I take notes and ensure everyone's contributions are recorded and accessible.

d. I organise meeting times and remind the group of deadlines.

2. How do you respond when a group member raises a concern or problem?

a. I mediate and try to ensure that all viewpoints are considered fairly.

b. I suggest ways to adapt the plan to address the concern.

c. I document the issue and keep a record for future reference.

d. I check the schedule to see how we can make adjustments without falling behind.

3. Which of these tasks do you enjoy most?

a. Leading the team and ensuring equity during group activities.

b. Breaking down the project into clear goals and assigning roles.

c. Organising and managing group documents, emails, and notes.

d. Creating schedules and ensuring meetings and deadlines are met.

4. If your group struggles to stay organised, what do you do?

a. Step in to ensure the discussion is productive and tasks are assigned.

b. Refocus the group on the overall objectives and timelines.

c. Clarify what has been decided so far and document next steps.

d. Review the schedule and suggest time adjustments to stay on track.

Tally up the number of times you answered a, b, c, or d. Each letter corresponds to a particular project role type:

RECORD SCORE HERE:

     a = Chairperson

     b = Project Manager

     c = Record Keeper

     d = Timekeeper

The role with the highest score indicates your primary role within group work situations.
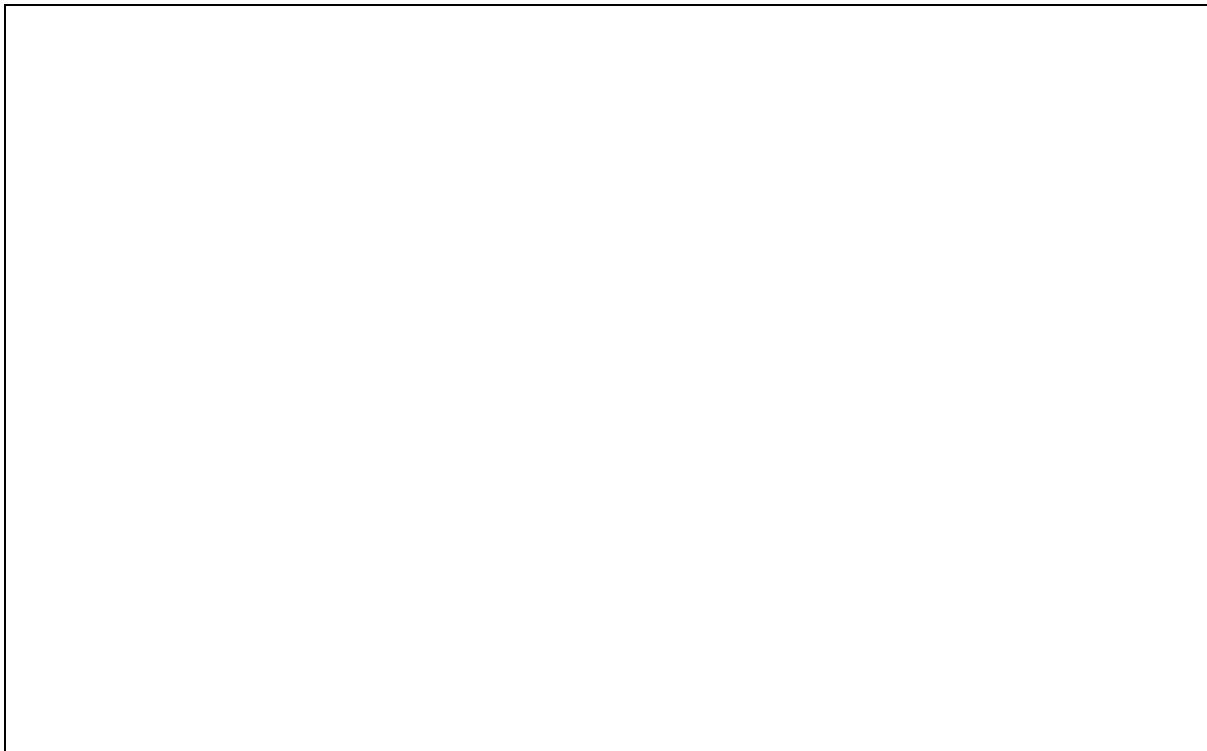
Does the response to this questionnaire resonate with you?

Have you ever found yourself taking on any of the dysfunctional roles (e.g., aggressor, blocker, rebel, self-seeker, dominator, social loafer)? If yes, reflect on why this might have happened.

What steps can you take to improve your role within group settings and contribute to the success of the team?