

Making group-work work: Episode planner

Episode	Title	Focus	Play (first screen) (What actually happens)	Analysis (second screen) (How did it go? What should we have done? How do we feel?...)
One	The First Meeting (What do we think of each other, is this going to work?)	Main topics: <ul style="list-style-type: none"> • First impressions • Reading body language • Group composition • Assumptions and opinions Sub topics: <ul style="list-style-type: none"> • Barriers to communication • Managing discussion • Ground rules 	Five students meet for the first time: Sc 1 Entering the room Sc 2 Getting started Sc 3 Understanding the brief Sc 4 Perceptions and prejudice Student feedback – individual videos documenting first impressions	Approaching the initial meeting in a more positive and productive way: Sc 1 Entering the room Sc 2 Getting started Sc 3 Understanding the brief Sc 4 Perceptions and prejudice
Two	Getting Started (How are we going to organise ourselves?)	Main topics: <ul style="list-style-type: none"> • Planning • Allocating of tasks • Facilitating discussion Sub topics: <ul style="list-style-type: none"> • Contributing/inclusion • Listening without interrupting • Checking understanding 	Allocating tasks to meet their goal: Sc 1 Democratic planning! Sc 2 Allocating tasks	The latter stages of the meeting when the group start to make progress: Sc 3 Facilitating discussion
Three	What is our approach? (What are we going to deliver on the day?)	Main topics <ul style="list-style-type: none"> • Decision making • Maintaining focus Sub topics <ul style="list-style-type: none"> • Discord within a group • Managing difficult situations • Intercultural communication 	Planning <i>how</i> they are going to do it: Sc 1 PowerPoint v Role play Sc 2 Keeping the focus Sc 3 Tempers fray	Student feedback – individual video clips showing the response to the question: How is it going so far?

Episode Planner

<p>Four</p>	<p>Managing Conflict</p> <p>(We don't all think the same way, how are we going to handle conflict?)</p>	<p>Main topics:</p> <ul style="list-style-type: none"> • Causes and effects of conflict • Managing conflict • Leadership and roles <p>Sub topics:</p> <ul style="list-style-type: none"> • Importance of communication and interpersonal skills when managing conflict • Misinterpreting information 	<p>Conflict is preventing the group from progressing with the task:</p> <p>Sc 1 Misinterpreting the brief Sc 2 We need a leader Sc 3 No consensus of opinion</p>	<p>Student feedback:</p> <p>Rob reflects on a recent interview relating the experience to the relationships within the group and the current conflict.</p>
<p>Five</p>	<p>Meeting the tutor</p> <p>(Are we going to admit we need help?)</p>	<p>Main topics:</p> <ul style="list-style-type: none"> • Seeking help • The tutor's role • Student and tutor interaction • Productive discussion <p>Sub topics:</p> <ul style="list-style-type: none"> • Spotting the warning signals • The 'no show' 	<p>Poor communication between students and tutor:</p> <p>Sc 1 What do we tell the tutor Sc 2 The sixth member Sc 3 Group and tutor interaction</p>	<p>Alternative versions of tutor and group interaction:</p> <p>Sc 1 Tutor tries to communicate, group don't respond Sc 2 Group shares problem, poor tutor response Sc 3 Group shares, tutor responds</p>
<p>Six</p>	<p>Structuring the presentation</p> <p>(How are we going to present?)</p>	<p>Main topics:</p> <ul style="list-style-type: none"> • Productive discussion • Delivery style • Defining roles <p>Sub topics:</p> <ul style="list-style-type: none"> • Presentation techniques • Contingency plans • Inclusion 	<p>Defining the content and format of the presentation:</p> <p>Sc 1 Planning the presentation Sc 2 Role Play Sc 3 Who does what</p>	<p>Video presentation:</p> <p>Outlines some possible pitfalls when presenting and suggests ways to avoid them – e.g. poorly designed slides, lack of preparation, nerves.</p>
<p>Seven</p>	<p>Participation and sub-groups</p> <p>(What are our expectations of each</p>	<p>Main topics:</p> <ul style="list-style-type: none"> • Participation • Sub-groups • Attitudes and assumptions <p><i>cont'd.</i></p>	<p>Questioning commitment:</p> <p>Sc 1 Vikki isn't here Sc 2 Split loyalties Sc 3 Vikki Arrives</p>	<p>Student feedback:</p> <p>Vikki gives her views on the reaction of the group to her late arrival at the meeting.</p>

Episode Planner

	other? Are we all committed to this project? Are we divided as a group?)	<p>Sub-topics:</p> <ul style="list-style-type: none"> • Contingency • Personal relationships within groups • Blame culture 		
Eight	<p>Assessment</p> <p>(Have we thought about assessment? How exactly are we going to be assessed?)</p>	<p>Main topics:</p> <ul style="list-style-type: none"> • Individual contribution • Group assessment • Peer assessment • Self assessment • Tutor assessment <p>Sub topic:</p> <ul style="list-style-type: none"> • Group dynamics 	<p>Assessment of the project:</p> <p>Sc 1 How will we be assessed? Sc 2 How will we assess each other? Sc 3 Assessing the presentations</p>	<p>Student feedback – individual video clips showing the response to the question:</p> <p>What are your views on the assessment of this project?</p>
Nine	<p>Support and Feedback</p> <p>(Are we supportive as a group? Do we give constructive feedback?)</p>	<p>Main topics:</p> <ul style="list-style-type: none"> • Group discussion • Giving feedback • Peer support <p>Sub topic:</p> <ul style="list-style-type: none"> • Group coherence • Intercultural communication 	<p>Feedback session turns into a tense argument:</p> <p>Sc 1 Giving feedback take 1</p>	<p>Feedback session is positive and helpful:</p> <p>Sc 1 Giving feedback take 2</p>
Ten	<p>Evaluating the experience</p> <p>(How did we do? Having finished the project, what are our thoughts on working as a group?)</p>	<p>Main topics:</p> <ul style="list-style-type: none"> • Group dynamics • Analysis • Lessons learned <p>Sub topics:</p> <ul style="list-style-type: none"> • Group issues on the day • Tutor input • Assessment 	<p>Student feedback - individual video clips showing the response to the questions:</p> <p>How did the presentation go? Now that the project is finished, what are your thoughts regarding working as a group?</p>	<p>Tutor feedback – video clip by Dr Jones in response to the questions:</p> <p>How did it go? Could it have been better? What will you change for future group projects?</p>