Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of the person you are watching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Roles Observation Sheet

# Facilitator

## Good things you should see them doing 👓 👍

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| Making sure that the task is clear to everyone. |  |
| Making sure that the group is working together towards the agreed goals. |  |
| Making sure that everyone is participating and has their ideas heard. |  |
| Other good things you saw them doing. |  |

## Bad Things you should not see them doing 👓 👎

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| Ignoring someone. |  |
| Not tracking the speaker. |  |
| Not getting someone to speak who hasn't said or done anything for a while. |  |
| Other bad things you saw them doing |  |

## Good Things you should hear them saying ☺ 👍

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| “Does everyone understand what we are doing?” |  |
| “Does anyone have any good ideas?” |  |
| “Can you explain your ideas to the rest of the group?” |  |
| “Are we ready to move on?” |  |
| “Does anyone see it differently?” |  |
| “Are we on track? What do we need to do next?” |  |
| Other good things you heard them saying |  |

## Bad Things you should not hear them saying ☹ 👎

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| "WHAT DID YOU DO THAT FOR?!" |  |
| "Your last idea was no good so we're not listening to you." |  |
| "Don't listen to him/her." |  |
| Other bad things you heard them saying |  |

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of the person you are watching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Roles Observation Sheet

# Communications Director

## Good things you should see them doing 👓 👍

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| Making sure important ideas and results are written down. |  |
| Writing down HOW the team is solving the problem as well as the solutions. |  |
| Making sure that the team is ready to report at the end. |  |
| Other good things you saw them doing. |  |

## Bad Things you should not see them doing 👓 👎

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| Never volunteering to speak on behalf of the group. |  |
| Not joining in the discussion. |  |
| Not writing things down. |  |
| Other bad things you saw them doing |  |

## Good Things you should hear them saying ☺ 👍

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| “That’s a good idea/suggestion/question – I’ll write it down/make a note of it!” |  |
| “What's the best way to write this down or sketch it?” |  |
| “I’ll make a note of this and so that we can come back to it later!” |  |
| “What are the different ways of representing this?” |  |
| Other good things you heard them saying |  |

## Bad Things you should not hear them saying ☹ 👎

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| "I can't be bothered to write that down." |  |
| "Here, you write all of it." |  |
| "No, I'm never going to speak to the whole class." |  |
| Other bad things you heard them saying |  |

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of the person you are watching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Roles Observation Sheet

## Resource Manager

## Good things you should see them doing 👓 👍

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| Making sure everyone has a useful task to work on. |  |
| Making sure that the group has the things they need to complete the task, e.g. paper, cubes, etc. |  |
| Calling the teacher over for help WHEN the team agrees that the teacher is needed. |  |
| Other good things you saw them doing. |  |

## Bad Things you should not see them doing 👓 👎

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| Holding on to all the resources. |  |
| Letting someone get away with not being busy. |  |
| Calling the teacher over without agreement from the group first. |  |
| Other bad things you saw them doing |  |

## Good Things you should hear them saying ☺ 👍

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| "I can see you don't have much to do. Maybe you could do this..." |  |
| “Would it be useful to have some cubes/squared paper/a spreadsheet/a calculator…?” |  |
| “Is there anything we would like to ask the teacher?” |  |
| “Is everyone ready for me to call the teacher over?” |  |
| Other good things you heard them saying |  |

## Bad Things you should not hear them saying ☹ 👎

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| "Go and get it yourself!" |  |
| "Give that here! It's mine!" |  |
| "I don't care what you all think, I'm calling the teacher over to help us now." |  |
| Other bad things you heard them saying |  |

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of the person you are watching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Roles Observation Sheet

## Understanding Coordinator

## Good things you should see them doing 👓 👍

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| Making sure that calculations are checked. |  |
| Making sure the group has a mathematical explanation for the solution. |  |
| Making sure the group is able to link the problem to parts of maths they have studied. |  |
| Other good things you saw them doing. |  |

## Bad Things you should not see them doing 👓 👎

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| Not checking that everyone understands. |  |
| Ignoring someone who doesn't understand. |  |
| Not checking the calculations or not asking someone else to check the calculations. |  |
| Other bad things you saw them doing |  |

## Good Things you should hear them saying ☺ 👍

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| “Has somebody double-checked that calculation?” |  |
| “Does everyone understand the explanation?” |  |
| “Can everyone explain that bit of mathematics?” |  |
| “How do we know this makes sense? How can we convince others?” |  |
| “Are we sure about that? Tell me why… What if…?” |  |
| Other good things you heard them saying |  |

## Bad Things you should not hear them saying ☹ 👎

|  |  |
| --- | --- |
| **Description** | **Observed? (Tick)** |
| "It's too bad you don't understand." |  |
| "That calculation doesn't need checking." |  |
| "Forget the mathematical explanation. What you just said is enough." |  |
| Other bad things you heard them saying |  |