

Description of Categories for Post-Meeting Individual Assessment

Task Oriented Roles	Typical Behaviors	Examples
1. Sets Goals	Contributes ideas, agenda items; proposes new solutions & ideas	"How about we plan to cover the following?"
2. Seeks Information & Opinions	Asks for information & opinions of others	"Does anyone else have information of this subject?"
3. Gives Information & Opinions	Offers new information, states beliefs & opinions	"I think we ought to go with the second plan."
4. Elaborates/Clarifies	Elaborates on ideas and other contributions; tries to deduce how an idea would work if adopted by the group	"If we followed Lee's plan we would all need to make 3 calls."
5. Orients/Summarizes	Indicates what the problems are; summarizes what has taken place; tries to bring group back to central issues	"Let's take stock of where we are."
6. Energizes	Prods the group to action	"Come on guys, we've been wasting time. Let's get to work."
7. Initiates procedures to make	Handles routine tasks such as seating arrangements, getting equipment and materials together	"I'll volunteer copies."
8. Records proceedings	Take notes on groups progress	"I'll put these notes into an outline for you all."
9. Evaluates/Critiques last week week from need to	Constructively analyzes group's accomplishments according to some standards; checks to see that consensus has been achieved; includes critical listening	"Look, we said we'd get this project done and we're still a finishing. Do we devote more time?"

Group Oriented Behaviors	Typical Behaviors	Examples
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1. Supports & Encourages	Praises, agrees with, and accepts others contributions, offers warmth & solidarity	"I really like that idea."
2. Harmonizes /Conciliates	Reconciles disagreements; mediates differences, reduces tensions, offers new options; willing to admit error	"I don't think you two are far apart as you think you are."

Group Oriented Behaviors	Typical Behaviors	Examples
3. Relieves tension	Jokes or in some other way reduces the formality of situation; relaxes formality	"You're a tough cookie; I'm glad you're on our side."
4. Expedites/gatekeeper said yet. think?"	Keeps communication channels open; encourages interaction from those usually silent	"Tim, you haven't anything about this What do you
5. Follows	Goes along with the movement of the group passively, accepting ideas of others	"I agree. Yes, I see what you mean."
6. Listens Actively	Engages in both empathic listening for feelings & critical listening for ideas; demonstrates involvement through paraphrasing, checking inferences & remembering	"Hmm, you mean you've had trouble finding time to finish the project because of family problems, right?"
7. Engages Nonverbally	Eyes attentive to group, leans forward in chair, nods head in agreement, laughs	

Self Oriented Behaviors	Typical Behaviors	Examples
1. Blocks	Interferes with progress by rejecting ideas or taking a negative stand on any all issues; refuses to cooperate	"You can talk all day but my mind is made up!"
2. Aggresses/Dominates	Struggles for status by deflating others; boasts, criticizes, interrupts, monopolizes is authoritative	"Bill, you're way off base. Let me tell you how to do it right!"
3. Deserts/Avoids	Withdraws in some way; remains indifferent, aloof, daydreams, wanders from subject, engages in side conversations	"I suppose that's right. I really don't care."
4. Seeks Recognition	Attempts to gain attention in an exaggerated manner; relates irrelevant experiences usually in an attempt to get sympathy; can be overly personalize or had personal agenda	"That reminds me of a guy I use to know...Let me tell you about Mark."
5. Jokes	Displays a lack of involvement in the group through inappropriate humor, horseplay or flirtation	"Why try to convince these guys. Let's get the mob to snuff these guys out."
6. Cynic	Discounts chances for group success	"Sure, we could try that idea but it probably won't work."
7. Furthers special interest	Works to serve an individual need, speaks for a special group or organization that fits his or her own biases	"Based upon what I learned at Esalon we cannot proceed if we're not in harmony."