

# TIPS FOR GROUPWORK SUCCESS

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

## Tip #1: Everyone needs to be on the same page

Have you ever shown up for a group assignment meeting and no one knew how to get started? Make sure you set your goals together. Think of what you need to do right away and what needs to happen by the end of your project.

## Tip #2: Figure out how you are going to communicate with each other and how often

This way you will not feel like you are talking and no one is listening. Do you want to use social media? Or your Ryerson email? Or do you want to text each other? Also, don't forget to schedule times to meet face-to-face; sometimes that's the best way to get things done.



## Tip #3: Compromise, and know when to listen

Sometimes it's hard to get along. Don't be a Bossy-Bobby or a Negative-Nancy! Group work means compromise. Sometimes you will need to step up and be a leader; and sometimes you will need to step back and listen. If you notice the environment feels off and people are not connecting, try to talk about it early enough so the project does not get compromised. Recognize that not everyone can be the group captain. The captain is important, but you also need all hands on deck if you don't want to sink your ship.

## Tip #4: Identify each member's talents

Everyone is good at something. Do you need a captain/leader, facilitator, editor, narrator, presenter, creative talent? Agree on who will do each task and when they will finish it by. A simple table with the columns who, what and when will ensure everyone is clear on their tasks and timelines. Google documents is a great tool to work as a group. It has features that allow you to do much more than just typing on the same document, at the same time. You may also see what others have changed, make comments and suggestions, as well as requesting modifications or information from other members, etc.

## Tip #5: Examine what went well and what can be improved

Thinking of what worked and what did not can actually help your next group experience go better. You could take some time to think about what you could do differently next time by yourself. However, you can learn even more if you do this as a group. Thus, take some time to chat with your group about how to be successful, and take advantage of these tips and you will be on your way to an amazing group work experience!

## Tip #6: Ask for assistance

If you need help with the project, stop in during your Professor's office hours. If you need more help optimizing your group work, chat with a Peer Coach at the TRSM Program Advising and Student Success.

**Reference - This article was adapted from the following source:** University of Guelph Learning Commons. (2016, August 30). 5 Expert Tips for Group Success. Retrieved from: <https://learningcommons.lib.uoguelph.ca/file/5-expert-tips-group-success>