

ROLES IN GROUPS

Assigning specific roles to individuals is a good way to ensure that group work runs smoothly. Sometimes this happens naturally, but if not, assigning roles can be a way to ensure the work load is distributed amongst all members of the group.

Manager/Leader

The role of the manager is to:

- get the group organised
- organise tasks into sub-tasks
- keep the group focused and working

Sceptic/Thinker

The role of the sceptic is to:

- ensure the group doesn't rush
- ask questions so that everyone is on the same page
- extend the group to explore all possibilities

Checker/Recorder

The role of the recorder is to:

- check that all group members agree and are happy with decisions
- record the group's solutions

Conciliator

The role of the conciliator is to:

- resolve conflicts
- help everyone to get along
- ensure that members feel like their opinions are valued

Explainer

The role of the explainer is to:

- re-state the main points
- ensure that each member understands the task, their responsibilities and what they need to do

Adapted from The University of Queensland: <http://www.uq.edu.au/student-services/learning/roles-groups>