

GROUP ROLES

Assigning specific roles to individuals is a good way to ensure that the group work runs smoothly. Sometimes this happens naturally, but if not, assigning roles can be way to ensure the workload 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
- make sure everyone has a chance to contribute

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 their responsibilities and what they need to do

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