

Co-operative Group Skills

Name: _____

		All of the time	Most of the time	Some of the time	Hardly ever
Encourages Others					
Looks Like ...	Sounds like ...				
<ul style="list-style-type: none"> smiling maintaining eye contact signalling thumbs up giving a pat on the back nodding approval giving a "high five" 	<ul style="list-style-type: none"> <i>Awesome!</i> <i>Good job.</i> <i>That's excellent!</i> <i>Super!</i> <i>I like your idea.</i> <i>What you've said is great.</i> 				
Listens Attentively					
Looks like ...	Sounds like ...				
<ul style="list-style-type: none"> looking at the speaker leaning forward concentrating on what is being said smiling, nodding appropriately using open body language 	<ul style="list-style-type: none"> <i>Could I hear more about that? or (asking for more information)</i> <i>Only talking when necessary</i> <i>Avoiding interrupting</i> <i>Staying on topic</i> 				
Disagrees in an Agreeable Way					
Looks like ...	Sounds like ...				
<ul style="list-style-type: none"> minimizing gestures maintaining eye contact 	<p><i>With a calm, controlled voice:</i></p> <ul style="list-style-type: none"> <i>That's a possibility. Would you consider ...?</i> <i>I understand your position; however, would you ...?</i> <i>Yes, I see that. What about looking at it from the point of view that ...?</i> <i>I guess we agree to disagree.</i> 				
Summarizes for Understanding					
Looks like ...	Sounds like ...				
<ul style="list-style-type: none"> having eye contact with all group members assuming open body posture 	<ul style="list-style-type: none"> <i>These are the main points of our discussion as I see them.</i> <i>Our major ideas seem to be ...</i> <i>Is what I've said clear? I can repeat it for you.</i> <i>Here are my thoughts about what our main points of discussion are. Are there any you wish to add?</i> 				
Criticizes Ideas, not the Person					
Looks like ...	Sounds like ...				
<ul style="list-style-type: none"> smiling, nodding appropriately as you listen concentrating on statements by the other person using open body language looking at the speaker but also at others 	<ul style="list-style-type: none"> <i>I don't agree with that idea; would you listen to mine?</i> <i>Fine, that is one viewpoint but what about this idea?</i> <i>That idea may have merit because of ... but it may not be the best because ...</i> <i>Yes I see that, but would you consider this</i> 				