

Group Skills: Checklist for Assessment

The skills for group work can be divided into two categories: those that help get the job done, and those that help students work together harmoniously.

Student: _____ Date: _____

Getting the Job Done	All of the time	Most of the time	Some of the time	Not at all
Initiating Discussion <ul style="list-style-type: none"> tried to arouse interest of other group members, suggested courses of action to follow, suggested new courses of action when the group got bogged down 				
Giving Information <ul style="list-style-type: none"> provided factual information and/or sources of information 				
Giving Opinion <ul style="list-style-type: none"> gave personal opinion(s) on the topic 				
Evaluating Ideas/Suggestions <ul style="list-style-type: none"> evaluated suggestions of group members to determine whether ideas would work 				
Decision Making <ul style="list-style-type: none"> encouraged the group to make a decision using the decision-making process 				
Staying on Track <ul style="list-style-type: none"> kept the group focussed on the job at hand, deflecting irrelevant ideas, maintaining standards, setting an agenda and seeing that it was followed 				
Working Together Harmoniously				
Encouraging <ul style="list-style-type: none"> encouraged other members of the group to share their ideas or opinions 				
Supporting <ul style="list-style-type: none"> supported other group members by acknowledging their ideas and suggestions 				
Harmonizing <ul style="list-style-type: none"> helped group members accept or solve problems that might otherwise create conflict 				
Mediating <ul style="list-style-type: none"> tried to get people with different points of view to compromise or agree to an alternate solution 				

This assessment template is a sample only. Teachers may adapt it to serve the specific needs of their students.