**Skills for Effective Group Work**

* Be prepared for the work of your group.
* Understand the parameters of your group’s work.
* Make a plan to accomplish the work of your group, including creating an effective division of labour that matches individual strengths with key goals.
* Evaluate the progress of your group toward achieving goals, and adjust your plans as needed.
* Listen to one another carefully.
* Show empathy when your group members have difficulty.
* Help one another solve problems.
* Make and respond to suggestions.

**Group Tasks that Support Meaningful Collaboration & Student Achievement**

* Students understand task goals
* Tasks tightly align with learning goals (Students know what they should know, understand and be able to do – KUD’s)
* Most students find tasks interesting
* Students understand expectations as individuals in support of their group’s work
* Collaboration is genuine (e.g., best way to do it)
* Task requires important contribution from each group by drawing on strengths of individuals in a group
* Task is demanding of group and its members
* Pace of work is brisk; sense of urgency
* Group is responsible for shared understanding of content of the work and group processes
* Opportunities exist for teacher or peer coaching
* In-process quality checks support use of time and strong outcomes
* Students know what to do next when work has been completed at a quality level