



Working Effectively as a Group

The following tips will help the Healthy Schools Action Team work effectively as a group and achieve success.

Establish good communication

- Listen to others when they are speaking
- Build mutual trust – keep team members informed, provide an open atmosphere for expression of ideas
- One person speaks at a time; take turns presenting ideas
- Share information about each other's working styles
- Communicate equally among and between all members

Identify roles of members

- Encourage group members to attend meetings regularly
- Identify individual preference(s) for roles
- Ask each member to identify his/her strengths (and areas for improvement)
- Be open-minded with ideas and respect diverse opinions
- Ensure each member has equitable roles
- Complete the assigned responsibilities and roles
- Ask questions when needed
- Participate regularly

Other important tips

- Start and end meetings on time
- Watch for conflicts and deal with them proactively – negotiate problems and accommodate differences in working habits
- Involve people in different ways based on the skills they possess
- Ensure everyone on the Action Team is clear about the decisions made in the meetings
- Rotate responsibilities to ensure fairness and equity