

# PARTICIPANT ROLE IN A TEAM

## A. Help the team accomplish its task, by appropriately:

1. Checking out the team's acceptance of the task, objectives for this meeting, overall vision of the organization, etc.
2. Offering ideas
3. Clarifying the issue, stating options
4. Asking for/offer information useful at this point in the team's work
5. Testing the team's readiness to make a decision, move to a next step
6. Summarizing information
7. Testing assumptions
8. Using communication skills - paraphrase, itemized response, etc.
9. Assisting with time management
10. Generally helping to organize the work
11. Being self directed in your work

## B. Help the team maintain working relationships, by appropriately:

1. Facilitating inclusion and acceptance
2. Offering positive feedback, support and encouragement
3. Helping to manage conflict
4. Facilitating communication

## C. Help the team, by not:

1. Arriving late or leaving early
2. Ignoring or violating team norms/guidelines without acknowledging and asking the group if it is acceptable or whether it will be so distracting that you should leave the team
3. Having side conversations
4. Withholding information the team could use
5. Building up resentment toward others in the team or the whole team
6. Engaging in dominating, cynical or passive behavior
7. Attacking others, "put downs", "Yes, buts" toward other people's ideas