



WORKING IN GROUPS

LOCATING SUPPORT AND RESOURCES

- **Arts Faculty**
 - The Faculty Blackboard site and Peer Support Group offer opportunities for postgraduates to discuss group work issues.
- **Student Learning Centre (SLC)**
 - The Study Guide mentioned below is available from College House or at <http://www.le.ac.uk/slc/on-line.html>
 - *Postgraduate Workshops will be held throughout the year. For further information, go to <http://www.le.ac.uk/slc/workshopprogramme.html>
- **English Language Teaching Unit**
 - Information on English support for non-native speakers is available at <http://www.le.ac.uk/lstu/eltu/courses/support.html>
- **AccessAbility Centre**
 - Information on additional support for students with disabilities can be found at <http://www.le.ac.uk/accessability/>

SPECIFIC CHALLENGES	RESOURCES		
	Face-to-face*	Printed	On-line
Developing group action plans <ul style="list-style-type: none"> • Allocating roles • Allocating tasks • Monitoring & reviewing tasks 	[for * see above]	Study guide 'Successful Group Projects'	http://www-honors.ucdavis.edu/vohs/sec06-2.html
'Healthy' group communication' <ul style="list-style-type: none"> • Developing communication channels • Negotiating skills 		Study Guide 'Successful Group Projects'	http://www.leeds.ac.uk/skillscentre/for-students/index-for-students.htm
Group Time management			http://www-honors.ucdavis.edu/vohs/sec08.html
Group writing procedures			http://www-honors.ucdavis.edu/vohs/sec11-2.html
Group presentations	See the Oral Presentation Skills Sheet for further information		
Peer assessment			http://www.leeds.ac.uk/skillscentre/for-students/index-for-students.htm http://www.surrey.ac.uk/Skills/pack/feedback.html



PLANNING YOUR GROUP WORK

Group Project Title:

Tutor:

Assessed? Yes / No

Familiar with assessment criteria? Yes / No

ACTION PLAN

Steps to be taken	Information needed	Deadlines
List the stages of the process in order. Identify the key elements of each stage.	Identify the information you need at each step and likely sources. Consider any help you may need and who can provide it.	Set a realistic target for completing this stage.

(Source: Management Studies Action Plan. Available at: <http://www.teknical.com>)