

# ***GOOD GROUP CARDS***

Developed by Peter Bates  
peter.bates96@gmail.com

**These cards are in groups, as shown by the index letter. The index number is simply to make sure that you haven't lost any.**

**Choose one group of cards and discuss each card in turn. Put them in piles called "OK" and "Could Improve."**

**Talk about which is most important to work on first and make a plan about how to improve things.**

**If a card doesn't work for you, just put it aside.**

**If a card covers two or three different things, then separate them out and write new cards for each item.**

***Doing OK***

***Could Improve***

--

--

--

--

	<b>A. SPEAKING</b>
<b>A.1 You can give constructive criticism to others in the group.</b>	<b>A.2 You know when to stop speaking.</b>
<b>A.3 You can pay compliments to other people in the group.</b>	<b>A.4 When someone else has spoken, you say something encouraging and supportive to them.</b>
<b>A.5 You feel able to speak out when you want to.</b>	<b>A.6 You can confide in the group.</b>
<b>A.7 You can say something funny.</b>	<b>A.8 You can talk about things that make you sad or frightened.</b>
<b>A.9 Other people can hear what you say and understand the words.</b>	<b>A.10 Other people help you to speak out.</b>

<b>A.11 You can say "NO".</b>	<b>A.12 You can talk about what makes you angry without making a bad atmosphere in the group.</b>
<b>A.13 When another group member says something that you think is rubbish - you don't put them down.</b>	<b>A.14 You can say what you think - even when other people disagree.</b>
<b>B. INFORMATION</b>	<b>B.1 Posters are put up to explain things.</b>
<b>B.2 Everyone in the group takes responsibility for passing on information.</b>	<b>B.3 You can give a report to the meeting.</b>
<b>B.4 Everyone understands the working of the group.</b>	<b>B.5 Group members make posters and put them up.</b>
<b>B.6 Long words and jargon are avoided.</b>	<b>B.7 All members have the same information.</b>

<b>B.8 Pictures are used as well as words.</b>	<b>B.9 Information is passed on by word of mouth.</b>
<b>B.10 The Constitution or formal basis of the group is explained clearly and understood by everyone.</b>	<b>B.11 Everyone knows what the goals are and how the group might change in the future.</b>
<b>B.12 Handwriting is clear.</b>	<b>C. DECISIONS</b>
<b>C.1 The group can make a wrong decision.</b>	<b>C.2 Do members who miss the meeting get a vote?</b>
<b>C.3 The group can learn from a mistake.</b>	<b>C.4 Is it the job of the staff to carry out the decision?</b>
<b>C.5 Is there enough time to think and talk before voting?</b>	<b>C.6 Do staff make the decisions?</b>

<p><b>C.7 Everyone gets a vote.</b></p>	<p><b>C.8 Everyone turns up to the meetings.</b></p>
<p><b>C.9 Members are appointed to jobs (like Chairperson) by voting.</b></p>	<p><b>C.10 Everyone joins in the voting most of the time rather than abstaining.</b></p>
<p><b>C.11 People abstain from the vote when they should do so (e.g. when 'declaring an interest' in the outcome).</b></p>	<p><b>D. MONEY</b></p>
<p><b>D.1 There is a guidebook which explains how the <i>Account Record</i> is kept.</b></p>	<p><b>D.2 A member of the group is Treasurer.</b></p>
<p><b>D.3 Everyone knows where the money comes from and where it goes to.</b></p>	<p><b>D.4 There is a receipt or a signature for every transaction.</b></p>
<p><b>D.5 Everything to do with money is written down.</b></p>	<p><b>D.6 Accounts are checked regularly.</b></p>

<p><b>D.7 Members of the group know where the Account record is kept and can see it when they want to.</b></p>	<p><b>D.8 Somebody from outside the group checks the Accounts every year.</b></p>
<p><b>D.9 Members of the group sign the bank book.</b></p>	<p><b>D.10 Everyone understands how to read the Account record.</b></p>
<p><b>D.11 The group's money is kept separately in a bank account.</b></p>	<p><b>E. MINUTES</b></p>
<p><b>E.1 Every member gets a copy of the minutes.</b></p>	<p><b>E.2 A written record of the meetings is kept.</b></p>
<p><b>E.3 Members sign to say that they have attended the meeting.</b></p>	<p><b>E.4 Someone writes down the names of people who have attended the meeting.</b></p>
<p><b>E.5 Decisions are written down.</b></p>	<p><b>E.6 The minutes of the last meeting are read out.</b></p>

<b>F. CHAIRING</b>	<b>F.1 A different member of the group takes charge for each item on the agenda.</b>
<b>F.2 The chair makes sure that everyone knows where and when the meeting will be held and what will be talked about.</b>	<b>F.3 Everyone gets a chance to speak and everyone is respected.</b>
<b>F.4 Some people take turns at chairing the meetings.</b>	<b>F.5 Everyone takes a turn at chairing a meeting.</b>
<b>F.6 Everyone has a chance to learn how to chair a meeting.</b>	<b>F.7 Two people chair the meeting between them.</b>
<b>F.8 The meeting starts and finishes at the right time.</b>	<b>F.9 The Chairperson keeps the group on the subject.</b>
<b>F.10 All the subjects to be talked about get their fair share of time.</b>	<b>F.11 The Chairperson has previous experience of taking meetings.</b>

<b>G. LISTENING</b>	<b>G.1 You can receive criticism from others without getting angry.</b>
<b>G.2 You can help someone explain what they want to say.</b>	<b>G.3 You can keep quiet when someone else is talking.</b>
<b>G.4 You ask others for their opinion.</b>	<b>G.5 You recognise the importance of listening to other people.</b>
<b>G.6 You look interested when someone else is talking.</b>	<b>G.7 You respect the feelings of other people.</b>
<b>G.8 You allow other people to stay quiet.</b>	<b>H. NEWCOMERS</b>
<b>H.1 You feel comfortable sitting in the group not saying anything.</b>	<b>H.2 Members say hello and welcome a newcomer.</b>

<b>H.3 Newcomers want to join the group.</b>	<b>H.4 Newcomers want to speak to others in the group.</b>
<b>H.5 Someone explains what is going on to the newcomer.</b>	<b>H.6 The newcomer is introduced to everyone by name.</b>
<b>H.7 The newcomer wants to listen to other people in the group.</b>	<b>H.8 The newcomer is offered a cup of tea.</b>
<b>I. TASKS</b>	<b>I.1 The group works together to help members develop skills and overcome weaknesses.</b>
<b>I.2 The task of timekeeper is shared amongst members.</b>	<b>I.3 Everyone knows who is good at what.</b>
<b>I.4 Everyone knows who is useless at what.</b>	<b>I.5 Everyone pulls their weight.</b>

<b>I.6 Strengths and weaknesses are respected.</b>	<b>I.7 Everyone works together on a task.</b>
<b>I.8 People help each other.</b>	<b>I.9 Members actually do the task they say they will do.</b>
<b>I.10 Tasks are shared out according to ability.</b>	<b>J. ENVIRONMENT</b>
<b>J.1 The group all sit comfortably.</b>	<b>J.2 Everyone can see everyone else's face.</b>
<b>J.3 The group meets in its own room without interruptions.</b>	<b>J.4 There are no disturbances from telephones or visitors.</b>
<b>J.5 Everyone knows where a nearby toilet is to be found.</b>	<b>J.6 Everyone is offered a cup of tea or coffee.</b>

<b>J.7 There is a clock on the wall.</b>	<b>K. AGENDA</b>
<b>K.1 The agenda is made up by the group at the beginning of the meeting.</b>	<b>K.2 Each agenda item is presented by a different group member.</b>
<b>K.3 The agenda can be left behind when the group wants to do something else.</b>	<b>K.4 Group members can add topics to the agenda.</b>
<b>K.5 There is no agenda - people just meet together.</b>	<b>K.6 The Chairperson writes the agenda.</b>
<b>K.7 The agenda is neither too long nor too short.</b>	<b>K.8 A blank agenda sheet is put up on the wall and anyone can write up topics.</b>
<b>K.9 A member can suggest an agenda item but get another member to present it on their behalf.</b>	<b>K.10 Hidden agendas are sorted out and talked about.</b>