

## Tips for Maximizing Team Roles

At this point, everyone should have gotten a chance to try each team role. While some roles may feel like a better fit for you, it is still good for you to practice the skills necessary for each role. If you are wondering how to make the most of your role, see some of the suggestions below.

### Manager:

- *Keep track of time* – set realistic goals for the worksheet (i.e. what question do you want to get to by the one-hour mark?) and try to keep the team on track either by encouraging the group to move along or to slow down.
- *Delegate work* – either ask teammates to read certain sections of the worksheet aloud, designate an order in which everyone shares their thoughts, or make sure to call on your team members by name so that everyone gets a chance to participate.
- *Make sure others are participating and following their assigned roles* – privately chat your teammates if you notice that someone doesn't seem to be involved (a friendly check-in can help others feel acknowledged)

### Recorder:

- *Pitch new ideas on how to share answers and work* – keep in mind that there is an entire document in our google drive folder (“Ideas for Communicating on Zoom”) that you can use to get inspired.
- *Incorporate everyone's ideas into one cohesive answer* – repeat back what others are saying to make sure you fully understand their point and clarify other team members' thoughts to make sure everyone agrees on the final answer.
- *Make sure your arguments are succinct and fit the sentence limit* – you have a unique opportunity to practice your writing skills, which is great preparation for exams.

### Presenter:

- *Be the spokesperson for your group* – turn your group's confusion into specific questions as you should be the one who asks questions of your LA or TA on behalf of your whole team.
- *Check in with another team when your team isn't sure of an answer* – when your team isn't 100% confident in an answer, let your LA know and we can have you check in with another team so they can offer you their perspective.
- *Share your team's responses with others* – whether it be through a shared google document, discussing progress with the TA's, or sharing out with other teams, you are the one who represents your team.

### Reflector:

- *Build team consensus* – part of being a team means that everyone's voices are being heard so make sure that is happening by verbally checking in with everyone and making sure they understand and agree to an answer before moving on.
- *Provide real-time feedback on team dynamics* – whether your team is moving too fast, moving too slow, is too quiet, etc., you can speak up with your observations on how the team is doing.
- *Make sure others are participating and following their assigned roles* – privately chat your teammates if you notice that someone doesn't seem to be involved (a friendly check-in can help others feel acknowledged)