

Groups at Work: Strategies and Structures for Professional Learning

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Supplemental

Resource: Download reproducible
resources at go.hbe.com.au

Summary

Groups at Work: Strategies and Structures for Professional Learning is a practical guide to structuring productive groups, providing strategies for conducting time-efficient, task-focused meetings. Thoughtful application of this toolbox will change the dynamic of your meetings resulting in greater satisfaction, stronger relationships and higher quality collaborative work.

This indispensable resource for developing skilful groups includes more than 78 field-tested strategies for structuring time-efficient, task-focused meetings and work sessions. The strategies are organised by six functions reflecting the major activities that engage productive groups:

- 1) activating
- 2) assessing, goal-setting and planning
- 3) dialogue and discussion
- 4) generating ideas
- 5) summarising and synthesising
- 6) text and information processing

Each strategy description includes clear directions for application, including necessary materials, time frames and suggested group size. Tips for facilitation, examples for use and ideas for extensions are also provided.

Print and web resources with PowerPoint slide directions for each strategy, duplication masters for tracking learning and recording sheet masters for session participants increase the usability of this book, reduce preparation time for busy professionals and maximize the learning potential for all.

Other Resources

- *Unlocking Group Potential to Improve Schools* (CO3924)
- *The Adaptive School: A Sourcebook for Developing Collaborative Groups* (CG1390)
- *Facilitating for Learning: Tools for Teacher Groups of All Kinds* (TCP6197)

