

Part 2. Skills and Behaviors

COMMUNICATION SKILLS (Non-verbal)			
Eye Contact:			
<ul style="list-style-type: none"> Uses eye contact to convey interest and attentiveness 	1	2	3
Body Language:			
<ul style="list-style-type: none"> Uses posture (upright), gestures (e.g. nodding) and sounds (e.g. "mmhmm") to convey interest, understanding, and encouragement 	1	2	3
Silences:			
<ul style="list-style-type: none"> Pauses (three or more seconds) to give others a chance to speak 	1	2	3
<ul style="list-style-type: none"> Refrains from interrupting others 	1	2	3
RELATIONSHIP SKILLS:			
Respect:			
<ul style="list-style-type: none"> Open and honest about own strengths and weaknesses (knowledge, skills, attitudes) 	1	2	3
<ul style="list-style-type: none"> Values others by acknowledging their efforts and contributions 	1	2	3
<ul style="list-style-type: none"> Respectful of others' opinions and point of view 	1	2	3
Partnership:			
<ul style="list-style-type: none"> Willingness to be helpful and work together 	1	2	3
GROUP SKILLS			
Ground Rules:			
<ul style="list-style-type: none"> Refers to ground rules to guide individual and group behavior 	1	2	3
Evaluation:			
<ul style="list-style-type: none"> Promotes and participates in regular group evaluation. ("How effective was our problem-solving process?" "Did we address all the issues relevant to the problems?" "Where can we improve?" NOT "Were the problems solved?") 	1	2	3
<ul style="list-style-type: none"> Participates in the evaluation of individual group members in a constructive and respectful manner 	1	2	3
Conflict Resolution:			
<ul style="list-style-type: none"> Identifies areas of conflict and initiates strategies (discussion, resources, etc.) for resolving disputes in a timely manner 	1	2	3
PROFESSIONALISM			
Demeanor:			
<ul style="list-style-type: none"> Conduct and dress is appropriate for the learning situation and does not distract from the group work 	1	2	3
Conduct:			
<ul style="list-style-type: none"> Punctuality (arrives promptly, avoids keeping group waiting); explains lateness or absence; informs group of known future absences 	1	2	3
<ul style="list-style-type: none"> Honesty (admits errors, acknowledges any weaknesses or lack of preparation) 	1	2	3
Preparation:			
<ul style="list-style-type: none"> Prepares for SG PSS by reading, attending lectures, and preparing learning objectives 	1	2	3
PERSONAL DEVELOPMENT			
<ul style="list-style-type: none"> Evaluates own performance in small group 	1	2	3
<ul style="list-style-type: none"> Evaluates own performance in MCBG, sets goals, and devises strategies to achieve them 	1	2	3

COMMENTS: STUDENTS: If using this form to self-assess, write what you think you do well and what you'd like to improve. Share this with your group members. If assessing another group member, write what you think that person does well and what they could improve (be specific). Share this assessment with the other group members.