

Meeting Manners - by Dee Kelsey and Pam Plum

Positive Group Oriented Behaviors

Task Oriented Behaviors

Any behavior that promotes the accomplishment of the task:

- ⇒ Initiates Ideas
- ⇒ Seeks or Provides Information
- ⇒ Summarizes Data
- ⇒ Clarifies Problems
- ⇒ Questions Assumptions
- ⇒ Tests Decision Making Readiness

Relationship Oriented Behaviors

Any behavior that promotes group cohesion:

- ⇒ Checks of feeling level of group
- ⇒ Offers encouragement
- ⇒ Promotes inclusion
- ⇒ Resolves conflicts
- ⇒ Is friendly
- ⇒ Gives positive feedback

Negative Self-Oriented Behaviors

Any Behavior that diverts the energy of the group, damages group cohesion or group effectiveness:

- ⇒ Arrives late or leaves early
- ⇒ Dampens the energy of the group
- ⇒ Interprets others' remarks
- ⇒ Holds side conversations
- ⇒ Withholds needed information
- ⇒ Dominates air time
- ⇒ Puts down efforts of others
- ⇒ "Yes, buts" ideas
- ⇒ Ignores group process
- ⇒ Refuses to participate