**Group Continuous Improvement**

**Agenda**

***Pre-Meeting Phase***

1. Complete the “Group Continuous Improvement Ideas” form (Step 1) before the meeting.
2. Complete the “Group Performance Appraisal” form (Step 2) to evaluate each group member’s group performance, interpersonal and critical thinking skills.
3. Complete the “Performance Appraisal for Continuous Improvement” form (Step 3) to provide a specific written evaluation for each group member.

**Group Discussion Phase**

4. Develop a consensus about the answers to Step 1

* Discuss each group member’s answers to Step 1
* Record your agreed upon ideas on the “Group Continuous Improvement Commitment” form (Step 4)

5. Discuss the performance of each group member

* Review answers to Steps 2 and 3
* Start the discussion with the performance of the project manager
* Be sure to agree on one area of improvement for each member

6.Record your commitments

* Complete Step 4 Group Continuous Improvement Comments
* Complete Step 5 by listing the name of each group member and one specific area of improvement for that person
* Complete Step 6 Group rules – you can keep or change rules as needed.
* Sign the “Group Improvement Signatures” form (Step 7) to signify the group’s commitment to the CI items and group rules (Hint: Those items are “fair game” to discuss during the QA session)
* Provide your professor or TA a copy of the “Commitment” document

(Steps 4-7)

**Group Continuous Improvement Ideas**

*Step 1*

The purpose of this exercise is to improve your group decision-making processes and your final project*. Please* *follow the directions below:*

* Quadrant 1: What worked well in your group process? What do you want to continue doing? *List five ideas.*
* Quadrant 2: What were the most positive aspects of your project/report that you want to replicate? *List five ideas.*
* Quadrant 3: What do you want to improve about your group process? *List five ideas.*
* Quadrant 4: What are the most important improvements you should make in your final presentation/report? *List five ideas.*

|  |  |
| --- | --- |
| **Group Process** | Project (Case) Results/Outcomes |
| R  E  P  L  I  C  A  T  E  1 | 2 |
| I  M  P  R  O  V  E  3 | 4 |

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group Performance Appraisal**

*Step 2*

*Purpose:* This performance appraisal is to critique your colleagues’ performance in a group. These ratings will be used to evaluate the effectiveness of each group member. This should serve as proof for the overall rating on the following page. Responding in a candid way will provide the greatest benefit for continuous improvement.

**1** = needs improvement, **2** = average, **3** = above average and **4** = exemplary

Write each group member’s name above the rating boxes to the right.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Continuous Improvement** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Name of Group Member:** |  |  |  |  |  |
|  | **Rating** | **Rating** | **Rating** | **Rating** | **Rating** |
| **Group Performance** |  |  |  |  |  |
| Followed and respected Group Rules |  |  |  |  |  |
| Followed through on group responsibilities |  |  |  |  |  |
| andduties. |  |  |  |  |  |
| Actively worked on own areas of improvement. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Interpersonal** |  |  |  |  |  |
| Kept an open mind and considered |  |  |  |  |  |
| different viewpoints. |  |  |  |  |  |
| Listened, clarified, and integrated |  |  |  |  |  |
| information in the group setting. |  |  |  |  |  |
| Avoided overgeneralizations, false assumptions |  |  |  |  |  |
| and was careful not to oversimplify. |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Critical Thinking** |  |  |  |  |  |
| Provided proof for arguments |  |  |  |  |  |
| Discerned the implications of ideas |  |  |  |  |  |
| Develop action plans |  |  |  |  |  |
| Discerned underlying assumptions |  |  |  |  |  |
| Clarified definitions of effectiveness |  |  |  |  |  |
| Found underlying patterns |  |  |  |  |  |
| Acted in an ethical manner |  |  |  |  |  |
|  |  |  |  |  |  |
| **Leadership** |  |  |  |  |  |
| Asks the right questions-at the right time? |  |  |  |  |  |
| Uses interpersonal skills in group setting |  |  |  |  |  |
| Actions inspire others |  |  |  |  |  |
| Encourage performance and innovation from others |  |  |  |  |  |
| Creates opportunities for others |  |  |  |  |  |

**Performance Appraisal for Continuous Improvement**

***Step 3***

Rate each group member on a 1 (low) -10 (high) scale and give reasoning in the comments box below. Note a strength and an area of improvement for each member.

Member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall Rating (1-10)

|  |  |
| --- | --- |
| Comments: |  |

Member 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall Rating (1-10)

|  |  |
| --- | --- |
| Comments: |  |

Member 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall Rating (1-10)

|  |  |
| --- | --- |
| Comments: |  |

Member 4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall Rating (1-10)

|  |  |
| --- | --- |
| Comments: |  |

Member 5:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall Rating (1-10)

|  |  |
| --- | --- |
| Comments: |  |

Member 6:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall Rating (1-10)

|  |  |
| --- | --- |
| Comments: |  |

**Group Continuous Improvement Commitments**

*Step 4*

The purpose of this exercise is to improve your group decision-making processes and your final project*. Please* *follow the directions below:*

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|  |  |
| --- | --- |
| **Group Process** | Project (Case) Results/Outcomes |
| R  E  P  L  I  C  A  T  E  1 | 2 |
| I  M  P  R  O  V  E  3 | 4 |

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group Improvements  
*Step5*** *-* List the name of each group member and one specific area of improvement for that person.

|  |  |
| --- | --- |
| **Name** | **Personal Improvement** |
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**Group Rules**

***Step6*** *-*List your group rules. Your group can keep current rules or make changes if needed.

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**Group Member Signatures**

***Step7*** *-* Signatures in this section signify the group’s commitment to the CI items and group rules.

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