

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
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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 Performance	<ul style="list-style-type: none"> ➤ Attended all group meetings or contacted the group when he/she was unable to meet ➤ Arrived to meetings in a timely manner ➤ Came to meetings prepared and ready to work with colleagues ➤ Followed through on responsibilities and duties ➤ Treated all colleagues with respect ➤ Abided by the group agenda 	Rating	Rating	Rating	Rating	Rating	Rating
Interpersonal	<ul style="list-style-type: none"> ➤ Kept an open mind and considered different viewpoints ➤ Avoided overgeneralizations, false assumptions, and was careful not to oversimplify issues ➤ Listened, clarified, and integrated information in the group setting ➤ Asked the right questions at the appropriate time ➤ Was appropriately assertive in group setting ➤ Repressed useless emotions and thoughts 	Rating	Rating	Rating	Rating	Rating	Rating
Critical Thinking	<ul style="list-style-type: none"> ➤ Provided proof for arguments ➤ Discerned the implications of ideas ➤ Developed action plans ➤ Discerned underlying assumptions ➤ Clarified definitions of effectiveness ➤ Found underlying patterns ➤ Acted in an ethical manner 	Rating	Rating	Rating	Rating	Rating	Rating

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:

- 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: _____

Please have all group members sign the flipside of this sheet to indicate their agreement with the continuous improvement ideas.

“Changing neural pathways every class period.”

Group Improvement Signatures
Step 5

Group Member Signatures

Step 6

Name	Personal Improvement