

## Characteristics of Effective Working Groups

*An Effective Group .....*

- Has a clear understanding of its purposes & goals
- Is flexible in selecting its procedures as it works toward its goals
- Has open communication & understanding among its members
- Initiates & carries on an effective decision making process
- Maintains a good balance between group productivity & the satisfaction of individual needs
- Shares leadership among its members
- Has a high degree of cohesiveness
- Utilizes its members abilities fully
- Is not dominated by its leader or any of its members
- Reviews its own processes objectively
- Keeps emotional and rational behavior in balance
- Has a positive attitude