

## Characteristics of an Effective Group

Strong groups are typically those that excel at attending to tasks, sharing values, creating an open environment, and developing trust. Groups that are effective realize the benefits of group work such as generating creative ideas, sharing problems, developing innovative solutions, and decreased time to solutions through coordinated efforts. Below are some characteristics of effective groups.

1. **Clear Purpose**—The vision, mission, goal, or task of the group are defined and by the group.
2. **Climate**—The group climate is informal, comfortable, and relaxed. There are no obvious tensions or signs of boredom.
3. **Participation**—There is much discussion, and everyone is encouraged to participate.
4. **Listening**—The members use effective listening techniques such as questioning, paraphrasing, and summarizing so that everyone's point of view is considered.
5. **Healthy Conflict**—The group realizes that conflict between group members is a normal and sometimes necessary component of group discussion. Group members should not try to avoid, smooth over, or suppressing conflict. Rather opposing views should be analyzed and considered when coming to a group decision.
6. **Open Communication**—Group members are free to express their views and ideas about the group's tasks and processes. There are few hidden agendas.
7. **Clear Roles and Assignments**— There are clear expectations about the roles of each group member. Clear assignments are made, accepted, and carried out. Work is fairly distributed among team members.
8. **External Resources**—The team spends time developing key outside relationships, mobilizing resources, and building credibility with important individuals and groups within their larger organization.
9. **Functional Diversity**—The group is composed of members who vary in their related knowledge, skills, and abilities.
10. **Self Assessment**—The group takes time to examine how well it is functioning and ways to improve its effectiveness.

References:

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[http://leadershipcenter.osu.edu/Publications/Leadership\\_Link/LL\\_2002/2002\\_leadership\\_link.htm](http://leadershipcenter.osu.edu/Publications/Leadership_Link/LL_2002/2002_leadership_link.htm)