LifeSkills

WORKING AS A GROUP TO DO A TASK

- Break up the big task into smaller tasks and make a list.
- Identify what the group can do together and what each person can do individually.
- Negotiate who can do any remaining tasks. Be flexible!

A Work in groups. Your company wants to offer a seminar for small business owners. Read the email from the marketing director. Then decide on at least two more things to do for each category and add them to the list in the attachment.

To:	marketing department (all)
From:	Donald Sanders
Subject:	small business seminar

Hi, all.

We want to offer a seminar for small business owners in this area. The basic ideas are in the attachment. Please work out the details and decide who can do each thing. Can we meet a week from today to discuss?

Thanks.

Project: seminar on business management techniques
Proposed date: Saturday, 1st March
Target audience: local small business owners and managers
Registration fee: £125 per person
Maximum number of participants: 100
Seminar includes: Welcome and introduction to seminar (Lynn Barton, CEO)
Four sessions of 1½ hours each
Lunch
Two coffee breaks

Session topics:
1 Writing or revising your business plan (Steve Ellroy, Business Director)
2 Advertising and promotion: trends and methods (Donald Sanders, Marketing Director)
3 Financial management (Debra Leary, Finance Director)
4 Managing your company's growth (Ben Collins, Market Development Director)

Plan for small business seminar

Things to do			Who does it?
Location	**Promotion**	**Logistics**	
1 Think of several possible locations.	5 Design ad for our website.	9 Make list of equipment (projectors, etc.)	_____
2 Visit locations.	6 Decide on other types of promotion:	10 Order chairs, tables, etc.	_____
3 _____		11 _____	_____
4 _____	7 _____	12 _____	_____
	8 _____		_____
			_____
			_____

B Decide which tasks on the list the whole group can do together. Write G (group) in the *Who does it?* column and the number of those things.

C Think about your preferences and abilities. Tick (✓) the appropriate boxes on the survey.

Work with your abilities!

I prefer to work …
- alone.
- with other people.

I'm good at …
- drawing or painting.
- design.
- writing.
- talking to people.
- organising schedules.
- managing people.
- managing money.
- solving problems.

Submit ➡

D 🗣 With your group, decide who can do each of the remaining tasks on your list.

A: *I'm good at design, so I can design the ads.*
B: *And I'm good at writing, so maybe I can write the slogans.*
A: *OK, let's do the ads together, then.*
C: *OK, so you and Lisa can do the ads. What about the schedule?*

HOW TO SAY IT 🗣

I'm good at …, so I can …
I can … but I can't …
Can you …? / What can you do?
Maybe we / you and Gina can …
because we/you can both …

REFLECT … How can the skill of working as a group be useful to you in **Self and Society** and **Study and Learning**?