

Check Your Own Leadership

If you were the leader for the meeting, here is a checklist to see how well you "led" the meeting. Be honest with yourself; if you find a weak area, admit it and work to correct it for the next group meeting you must conduct:

1. Did you help dissipate primary tension? Were you friendly?
2. Did you "loosen up" the group before plunging into the discussion?
3. Did you build group solidarity?
4. Did your non-verbal as well as verbal communication indicate enthusiasm for the discussion and its importance?
5. Did you arrange the group so they could see and talk with one another?
6. Did you invite latecomers to take a place that brought them into the discussion?
7. Did you make an opening statement, informally, suggesting that everyone is expected to take part?
8. Did you pose a challenging question to start the discussion? One that required thinking, not guessing; more than yes or no?
9. Were you patient? Did you give the group time enough to get acquainted?
10. Did you listen to and respect the opinions and viewpoints of others, especially those who disagreed with you?
11. Did you let the group identify the issues and procedures and then guide them along the path they selected?
12. Did you construct "on—the—spot" thought-provoking questions?
13. Did you notice when the group had finished a topic, and then did you summarize for the group?
14. Did you refer questions back to the group instead of trying to answer them all yourself?
15. Did you talk less than 20 percent of the time?
16. Did you draw out the reticent person?
17. Did you tactfully handle the problem of the talkative and opinionated discussants?
18. Did you balance participation among the discussants and tactfully discourage irrelevant discussion?