

RECORDER

(the team archivist)

Records the names and roles of the group members at the beginning of each activity.

Records the important aspects of group discussions, observations, insights, etc...

- "This seems like an important conclusion. Let's stop for a minute so I can get this into our records".
- "Could you please rephrase what you just said so I can accurately record it in our report?"

Assists the **ORGANIZATIONAL LEAD** with:

- keeping track of materials
- organizing and maintaining team documents
- ensuring that all team members are aware of their tasks and associated deadlines.

Provides feedback to the **PRESENTER** on how they are carrying out their role on the team.

KEY TRAIT: Relationship Orientated

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GENERAL TALK MOVES



SEEKING CLARIFICATION...

- Is it your position that ...
- To be clear, you are saying that
- I'm confused when you say _____, can you elaborate?
- "Can you say more about that?"
- "What do you mean by that?"
- "Can you give an example?"

PARAPHRASING...

- Put another way, you are saying ...
- So you are saying that ...
- Is it fair to say that you believe ...
- I hear you saying that ...

SUMMARIZING...

- Overall, what I am trying to say is ...
- More than anything else, I believe that ...
- My whole point in one sentence is ...

AGREEING...

- I agree with _____ because ...
- _____'s point of view about _____ was important because ...
- Despite disagreeing about _____, I agree with _____ that ...

DISAGREEING...

- I see it differently because ...
- The evidence I have seen suggests something different.
- I agree that _____, but we also have to consider that ...

BUILDING ON...

- Adding to what _____ said, ...
- If we change _____'s position just a little, we can see that ...

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ORGANIZATIONAL LEAD

(Organizes and maintains team documents)

Keeps an eye on the clock

- "We have _____ minutes before we need to discuss this. I think we need to move on or ask for help."

Keeps the team moving forward and communicates about deadlines and team responsibilities.

- "I think we need to focus on _____, so we complete _____ on time."

Maintains a schedules and tracks progress toward goals and milestones

- "To recap our last discussion _____. During this session we need to _____."

Assists the **FACILITATOR** with:

- ensuring everyone in the team participating?
- ensuring team members listening carefully to each other?
- clarifying the comments and opinions shared by members of the team.

Provides feedback to the **RECORDER** on how they are carrying out their role on the team.

KEY TRAIT: Detail-Orientated

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FACILITATOR

(the team moderator)

Ensures that everyone in the team participating.

- "I would like to hear what you think, (name)"

Ensures that all team members are listening carefully to each other.

- "Would you all agree that _____ is a good solution?"

Seeks to clarify the comments and opinions shared by members of the team

- "Would that response make sense to a person from another team?"

Assists the **PRESENTER** with:

- ensuring that everyone in the team agrees on what to ask if an outside source is needed.
- clarifying team questions before they are posed to the teacher

Provides feedback to the **ORGANIZATIONAL LEAD** on how they are carrying out their role on the team.

KEY TRAIT: *Relationship Orientated*

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PRESENTER

(The team spokesperson)

Communicates team questions and clarifications with the teacher or to other teams.
(This is the only team member designated to do so.)

- "Our team is confused about how ____ relates to ____."

Ensures all team members have had a chance to respond before asking outside sources.

- "Does anyone in our team know the answer to ____?"
- "Before we ask, could someone clarify the answer to ..."

Ensures that everyone in the team agrees on what to ask if an outside source is needed.

- "Does everyone agree we need to find out ...?"

Presents conclusions of the team to the class, as requested.

- "The reasoning we used to answer ____ was..."

Assists the **RECORDER** with:

- capturing the important aspects of group discussions, observations, insights, etc...
- generating a log of the important concepts that the group has learned.

Provides feedback to the **FACILITATOR** on how they are carrying out their role on the team.

KEY TRAIT: Reflective

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WE ARE A
COLLABORATIVE CLASSROOM

NO
shame

WE ALL LEARN TOGETHER

BUILDING A COLLABORATIVE CLASSROOM WHERE WE ALL LEARN TOGETHER

NO HANDS

Beginning: "Joe I will be asking you to (specify)"

Your response:

1. Tell them something positive
2. Ask them a question
3. Give them something to think about

Goal: eventually you do not need to warn, you can randomly ask without raised hands

NO CHOICE

We are now sharing
Joe, you need to airplay/share
or
Ann ,you are sharing for your
team

no choice!
NO
no shame

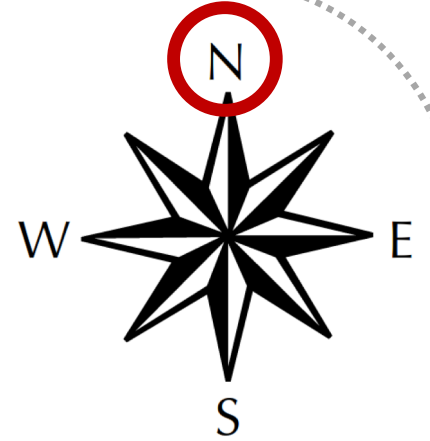
NO SHAME

In response to distracting behaviours...

We are not blaming specific students based on their actions.

"We need to stop/pause right now and talk about what is happening with our learning. There have been distractions in this classroom before. How do these distractions impact our learning?"

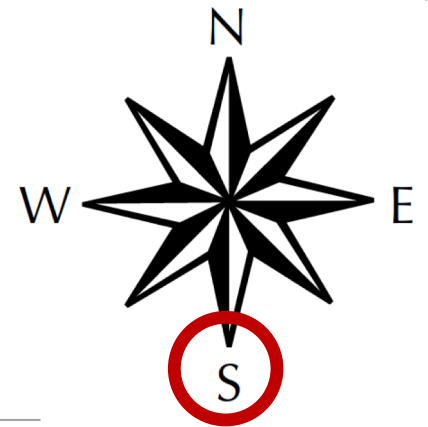
NORTH



Acting

- likes to act
- try things
- plunge in

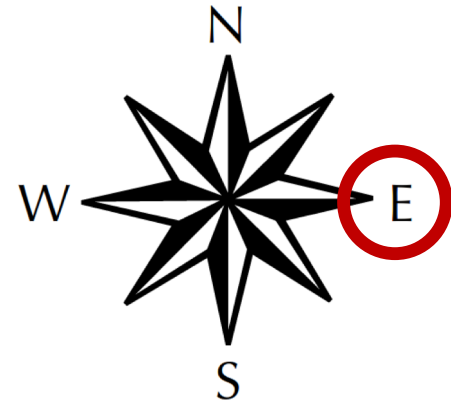
SOUTH



Caring

- likes to consider others' feelings
- makes sure everyone is heard

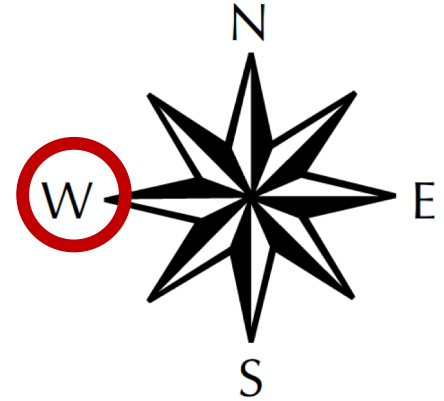
EAST



Speculating

- likes to look at the big picture and possibilities before acting

WEST



Attention to detail

- likes to know
who, what,
where and why
before acting



NORTH

Acting: Likes to act, try things, plunge in

WEST

Attention to detail:
Likes to know who,
what, where and
why before acting

"IDENTITY"

EAST

Speculating: Likes to
look at the big picture
and possibilities
before acting.

SOUTH

Caring: Likes to consider
others feelings and makes
sure everyone is heard

KNOW YOURSELF AND OTHERS...

Each type is different. Each has different preferences, different strengths, different stretches, and different points of view. At times those differences can create difficulties and clashes, but if we understand the differences, we can find ways to work together and that can become a great strength!

	NORTH	EAST	SOUTH	WEST
Motto	Get the job done fast	Do it right the first time	Build the best team	Expand all horizons
Great Strength	Making quick decisions	Planning in detail	Cooperation	Innovative creativity
Stretch	Impatience	Tunnel Vision	Non-assertiveness	Disorganized
Fundamental Aptitude	Leadership	Logical Analysis	Peace-making	The big picture
Priority	Goals	Facts	Values	Methods
Motivation	Competition	Looking for errors	Helping	Freedom
Pet Peeve	Indecision	Inaccuracy	Conflict	Rules
Work Style	Independent	Serious	Group	Adaptable
Main Work Competency	Supervisory	Organization	Teambuilding	Coordinating tasks
Pace	Fast and determined	Slow and cautious	Slow and laid-back	Fast and flexible
Image	Achievement	Quality	Compassion	Originality

Are you more NORTH or SOUTH?

For each set of words, circle the word that describes you more often than the other one (even though you may have both characteristics at times).

- | | | |
|------------------------|-------------------------|--------------------|
| a. Confident | a. Goal-centered | a. Bold |
| b. Helpful | b. People-centered | b. Supportive |
| a. Self-reliant | a. Initiator | a. Productive |
| b. Understanding | b. Listener | b. Faithful |
| a. Fast-paced | a. Determined | a. Self-starter |
| b. Easy-going | b. Unselfish | b. Volunteer |
| a. Independent | a. Straightforward | a. Opinionated |
| b. Team player | b. Patient | b. Sensitive |
| a. Decisive | a. Results-focused | a. Challenger |
| b. Diplomatic | b. Relationship-focused | b. Mediator |
| a. Assertive | a. Hardworking | a. Doer |
| b. Non-confrontational | b. Friendly | b. Communicator |
| a. Competitive | a. In-charge | a. Deadline-driven |
| b. Cooperative | b. Generous | b. Values-driven |
| a. Leader | a. Task-orientated | a. Achiever |
| b. Loyal | b. Peace-orientated | b. Caregiver |

Total # of A's circled _____ (if this number is higher, you're more **NORTH**)

Total # of B's circled _____ (if this number is higher, you're more **SOUTH**)

Are you more EAST or WEST?

For each set of words, circle the word that describes you more often than the other one (even though you may have both characteristics at times).

- | | | |
|---------------------|----------------|---------------------|
| c. Organized | c. Factual | c. Cautious |
| d. Creative | d. Fun-loving | d. Open-minded |
| c. Structured | c. Analytical | c. Finisher |
| d. Flexible | d. Cheerful | d. Motivator |
| c. Quality-centered | c. Consistent | c. Ruler-follower |
| d. Idea-centered | d. Versatile | d. Option-provider |
| c. Logical | c. Serious | c. Systematic |
| d. Visionary | d. Humorous | d. Carefree |
| c. Reserved | c. Efficient | c. Precise |
| d. Innovative | d. Dreamer | d. Inventive |
| c. Planner | c. Reliable | c. Persuasive |
| d. Spontaneous | d. Delegator | d. Adventurous |
| c. Perfectionist | c. Industrious | c. Accurate |
| d. Free-spirited | d. Improvising | d. Adaptable |
| c. Traditional | c. Persistent | c. Protocol-focused |
| d. Risk-taker | d. Imaginative | d. Methods-focused |

Total # of C's circled _____ (if this number is higher, you're more **EAST**)

Total # of D's circled _____ (if this number is higher, you're more **WEST**)

Now that you have a number for each of the four compass points (North, South, East, West)...

The direction with the HIGHEST NUMBER is: _____ (your **DOMINANT** direction)

The direction with the second HIGHEST NUMBER is: _____ (your **SUBDOMINANT** direction)

Content has been adapted from The Personality Compass: A New Way to Understand People by Diane Turner and Thelma Greco, 1998.



NORTH-WEST

Assertive, Decisive,
Flexible, Creative

NORTH-EAST

Assertive, Decisive, Structured,
Detailed, Organized

WEST-NORTH

Flexible, Creative, Assertive,
Decisive, Fast-paced

EAST-NORTH

Structured, Detailed, Assertive,
Decisive, Fast-paced

"DOMINANT & SUBDOMINANT"

WEST-SOUTH

Flexible, Creative, Friendly,
Caring, Cooperative

EAST-SOUTH

Structured, Detailed, Friendly,
Helpful, Slow-paced

SOUTH-WEST

Friendly, Caring, Flexible,
Creative, Adventurous

SOUTH-EAST

Friendly, Caring, Structured,
Detailed, Organized

THE SIMILARITIES...

SOUTH & EAST	Motivate others	Sociable	Shun deadlines	Adaptable	Avoid pressure	Enjoy relaxation
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SOUTH & EAST	Move slow	Listen well	Conservative	Avoid change	Cautious	Follow rules
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NORTH & EAST	Work Hard	Productive	Take responsibility	Serious	Finish tasks	Catch mistakes
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NORTH & WEST	Move fast	Talkative	Enjoy action	Welcome change	Bold	Take risks
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