

Participation & Collaboration Skills

1. Facilitation

Examples of Facilitation Skills:

- Making sure the group is sticking together on group tasks and sharing the work equitably
- Making sure that everyone in my group discusses and understands each step in the process as we work together through the solution
- Offering help and encouraging ideas
- Monitoring airtime and inviting others into the conversation
- Minimizing distractions and reminding others to get on task when they get distracted
- Actively listening and working to understand other perspectives
- Persevering through challenging problems, not letting frustration interfere with work

2. Process Documentation

Examples of Process Documentation Skills:

- Pay special attention to making sure our work is clear, detailed, and complete
- Waiting until the group agrees on our solution before I move on
- Recording each step of the problem in my work, adding notes to explain where the work itself may be unclear
- Creation of appropriate visuals (e.g., graphs, diagrams, etc.)
- Practicing how to articulate thinking in different ways (e.g., diagrams *and* narrative)
- Checking to make sure the explained process has been fully captured in writing
- Summarizing

3. Idea Generation

Examples of Idea Generation Skills:

- Being willing to try new strategies
- Offering possible solution strategies
- Being willing to go in another direction (e.g., changing directions or starting over)
- Sharing partially complete ideas
- Being resourceful (e.g., notes, computer, textbook)
- Explaining things to partners when they are confused

4. Questioning/Advocacy (*for own understanding and to move the process forward*)

Examples of Questioning/Advocacy Skills:

- Asking clarifying questions
- Knowing who to ask when (e.g., peer vs. teacher)
- Propel the group into new territory by asking inquisitive questions and extending the material into new directions
- Knowing when to ask questions (e.g., not interrupting, not staying silent when confused)
- Promptly asking for help when needed (e.g., not waiting until the deadline)
- Catching mistakes before moving on
- Attending tutorial