Tips for Use of Small Groups

• Give them a task.
• The task should result in a product.
• Give a time limit.
• You set the groups, not them; can be done in a variety of ways.
• Groups of four to six people
• Clarify task for a floundering group.
• Be sure someone has been designated as leader and someone else as recorder in each group. Rotate these tasks during the course.
• Each leader presents product to the whole group.
• Trainer adds knowledge to group reports.