

Intercultural Groupwork Checklist

1. Follow the group rules

Write a list of group ground rules which all agree to follow, take it in turns to offer a rule, sign the list to confirm agreement. Include a ground rule on unconscious bias and how the group will address it. All members of the group are responsible for keeping the rules and if necessary reminding others if a rule is not being followed.

See 'The Global People Competency Framework' for intercultural competences

2. Check we have a shared understanding of the task

Each group member writes a description of his/her understanding of the task, the required outcome, requirements.

After sharing each member's description, record an agreed task description. If the group does not have a shared understanding, check with other groups and/or the teacher.

3. Stay focused on the task

The nature of the task including its outcome and requirements, needs to steer the group. Group members accept the group work approach that best matches the task. Review ways to complete a group task, including:

Collaboration – work with each other to complete a shared outcome, you may have different roles and tasks but you are inter-dependent and you need an iterative approach, you need to be responsive to each other's ideas and developments. This is the most organic approach, it requires flexibility, open-mindedness and responsiveness.

Cooperation – work as separate units within the group with clearly defined tasks and roles. You may still check in with each other and be responsive but you may also work independently in parallel with each other only coming together when the project is completed.

4. Adopt an inclusive and professional approach

All take responsibility for inclusive and professional practices.

Have a rolling chair, this gives everyone a chance to chair a meeting and to take responsibility for a meeting's process. The chair needs to remain aware of unconscious bias; facilitate looking at problems from different perspectives; keep checking that everyone can understand what is being said; invite all group members to participate in discussions, include written contributions; think-pair-share; check there are shared understandings of issues, decisions and actions; avoid snap decisions; manage dominant speakers

Take turns being a minute taker; take minutes and include agreed actions; review the actions from previous meeting at the start of the next meeting

Suggested Questions for Project Meetings (adapted from Burns, 2007):

1. Are we still confident that we are going in the right direction?
2. Are our success criteria the same as they were the last time we met?
3. Do we have all the information that we need?
4. What new actions do we need to take?
5. What practices and methods do we need to use at this stage?
6. Do we need to produce any outputs or feedback from our work at this stage?

5. Managing disagreements

Apply the Relationships Competences listed in the 'The Global People Competency Framework,

Spencer-Oatey and Stadler (2009) 'The Global People Competency Framework, Competencies for Effective Intercultural Interaction.' Published by The Centre for Applied Linguistics, University of Warwick, UK. Available at: http://www2.warwick.ac.uk/fac/cross_fac/globalpeople/resourcebank/gppublications/gp_competency_framework.pdf