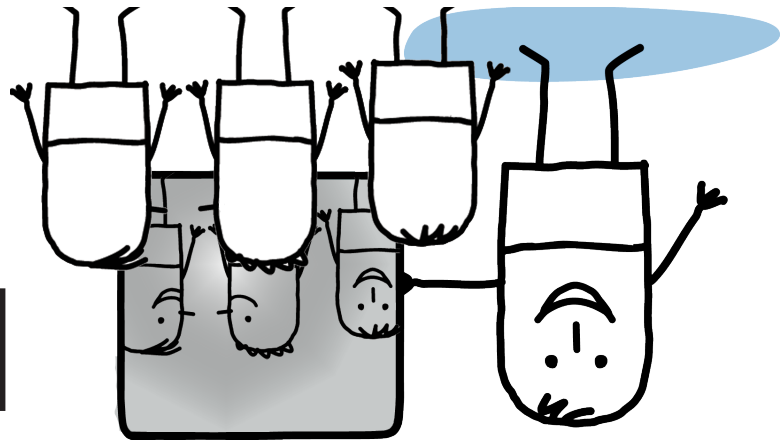


Manager

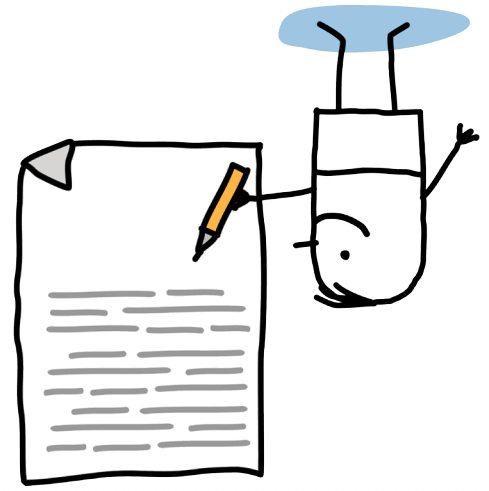
1. Facilitate the team process, keeping it enjoyable and rewarding for all members.
 2. Make sure each member has a role and is performing within that role.
 3. Ensure that all team members can articulate and apply what has been learned.
 4. Manage time, stress, and conflict.
 5. Accept accountability for the overall performance of the team.
 6. Contribute to the group as an active learner.
-



Reflector

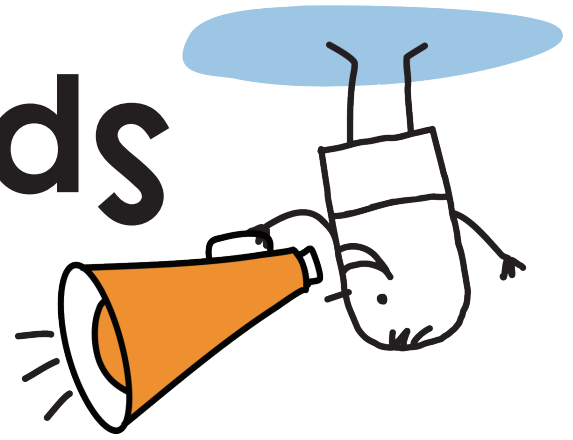
1. Assess performance, interactions, and the dynamics among team members, recording strengths, improvements, and insights.
2. Listen and observe well.
3. Accept accountability for the overall quality of the Reflector's journal.
4. Present an oral Reflector's Report positively and constructively if asked to do so.
5. Intervene with suggestions and strategies for improving the team's processes.
6. Contribute to the group as an active learner.

Recorder

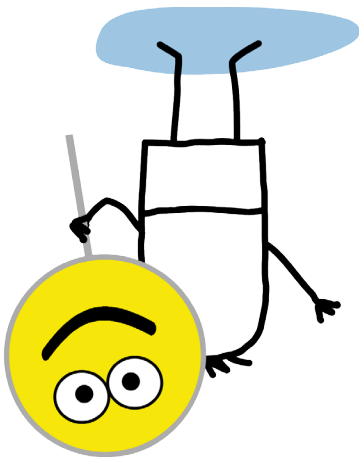


1. Record team roles and instructions at the beginning of a task or activity.
2. Record and collect important information during an activity, integrating and synthesizing different points of view.
3. Document group decisions and discoveries legibly and accurately.
4. Accept accountability for the overall quality of the Recorder's Report.
5. Control information flow and articulate concepts in alternative forms if necessary.
6. Contribute to the group as an active learner.

spokesperson

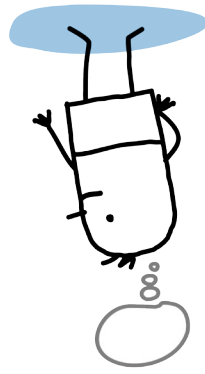


1. Speak for the team when called upon to do so.
2. Ask questions posed by the team or request clarification.
3. Make oral presentations to the class for the team.
4. Use the recorder's journal to share the team's discoveries and insights.
5. Collaborate periodically with the recorder.
6. Contribute to the group and actively learn.



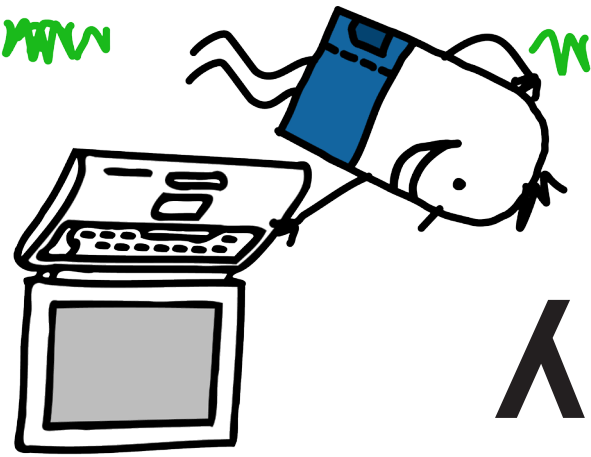
Optimist

1. Keep the team in a positive frame of mind.
2. Focus on why things will work and how to make them work.
3. Look for ways in which team discoveries can be applied or used to the team's advantage.
4. Contribute to the group and actively learn.



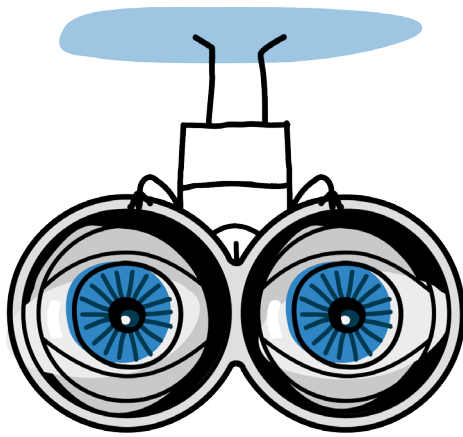
Critical Thinker

1. Listen critically to group members, asking for clarification and examples, when needed.
2. Make logical connections among people's ideas to increase everyone's learning.
3. Ask timely questions when the quality of thinking can be enhanced.
4. Challenge ideas when they are problematic.
5. Constantly seek ways to increase the quality of thinking by team members.
6. Seek to produce clarity of learning by ensuring effective thinking.
7. Contribute to the group and actively learn.



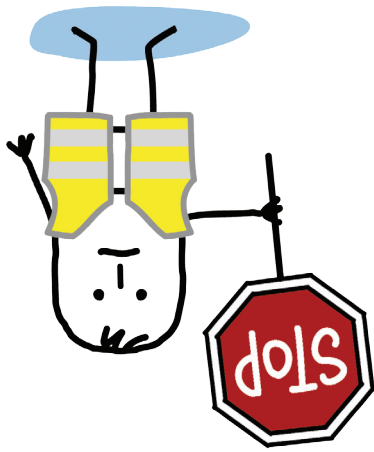
Technology Specialist

1. Operate and use available technologies.
2. Listen, converse, and collaborate with team members to synthesize inputs, try suggestions, and/or follow directions.
3. Help team members to understand the technology available and how it is or could be used.
4. Contribute to the group and actively learn.



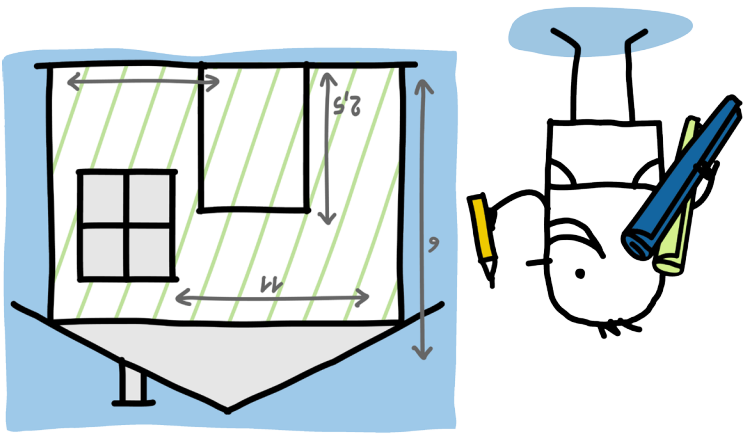
spy

1. Obtain (new or missing) information that will be of value to your team.
2. Eavesdrop and observe other teams during an activity.
3. Help your team meet its objectives, improve its performance, and clarify (or reinforce) issues during an activity.
4. Contribute to the group and actively learn.



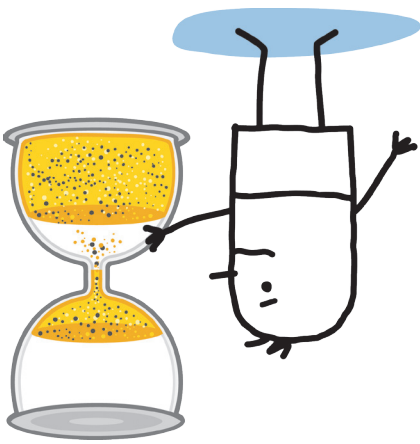
Conflict Resolver

1. Make sure that team members are respectful to each other.
2. Ensure that each team member is heard and acknowledged, and ensure that issues between people do not go ignored.
3. Check that decisions made by the team are consistent with the team's desired outcomes.
4. Contribute to the group and actively learn.



Planner

1. Review the activity, develop a plan of action, and revise the plan to ensure task completion.
2. Monitor the team's performance against the plan and report deviations.
3. Contribute to the group as an active learner.



Timekeeper

1. Observe the time resource for the activity and/or record the time allocation announced by the facilitator.
2. Keep track of the elapsed time for various tasks and notify the Manager when the agreed-upon time has expired.
3. Contribute to the group as an active learner.