

OBSERVER LEARNING



LEARNING OBSERVER

I/we have the responsibility and authority for monitoring and reporting on the learning that occurs during the meeting. Further, I/we have the responsibility and authority to facilitate a brief discussion at the end of the meeting to identify what others have learned.

With the help of the Learning Observer Form, my tasks are to help define:

- What we know at the end of the meeting that we didn't know at the beginning.
- How the learning occurred in the meeting. What specifically happened that taught us something.
- What we have learned that we can pass on to others.

OBSERVER PROCESS



PROCESS OBSERVER

I/we have the responsibility and authority for monitoring and reporting on the quality of the meeting.

With the help of the Process Observer Form, my tasks include:

- Monitoring the behavior of meeting participants and the group as a whole relative to:
- TASKS - how well the group is accomplishing its task goals/work as evidenced by:
(contributing (seeking (elaborating (summarizing
(testing consensus
- RELATIONSHIPS - How well the group is working together as evidenced by:
(gatekeeping (encouraging (harmonizing (relieving tension
(self-diagnosing

PARKING LOT ATTENDANT



PARKING LOT ATTENDANT

I/we have the responsibility and authority to identify when a topic or question either strays too far from the agenda or cannot be handled in the time allotted.

My task is:

- To record the topic or question in the "Parking lot".
- To be sure what is parked is handled at the close of the meeting (addressed as an extension to the current agenda, dropped, or delegated to someone for follow-up).

KEEPER TIME



TIME KEEPER

I/we have the responsibility and authority to monitor the clock and provide on-going reporting of the time relative to the agenda.

My tasks include:

- Monitoring the clock
- Providing on-going reporting of the time relative to the agenda
- Assisting the group to make necessary responses or changes to either the behavior of the participants or to the agenda to stay focused and on track

RECORD



RECORDER

I/We have the responsibility and authority to produce a written record of this meeting.

With the help of the Recorder Form, my tasks include:

- Writing a summary of the information, activities, decisions and outcomes of the meeting.
- Collecting written information provided during the meeting.
- Ensuring that the record of the meeting is filed appropriately and distributed to those who need it.

LEADER



LEADER

I/we have the responsibility and authority to lead the meeting, or delegate this to another. My tasks include:

- Scheduling the meeting.
- Notifying people of the purpose of the meeting, the desired outcome, and what is required of them.
- Ensuring the facility and materials required for the meeting are ready.
- Soliciting volunteers for key meeting roles - Time Keeper, Recorder(s), and Process Observer.
- Producing an agenda and timeline.
- Facilitating the meeting to ensure the task and relationship objectives are met.
- Closing the meeting on time, with roles and responsibilities for next steps clearly understood.

PROJECT LEADER / FACILITATOR / COACH



COACH

If/We have been hired to:

- Help design and produce this work session.
- Assist the leader(s) to function effectively in their role(s) to “deliver the goods.”
- Serve as facilitator/negotiator/referee to the work team as a whole as needed.
- Contribute to the content of the work session as a participant as you desire.
- Other. What you need from me/us in particular in this work session.