**International Symposium of Career Development and Public Policy
Australia, 2006**

Group Work Monitor Role

Group work

Group work follows each input session. There will be structured tasks or discussions for groups to complete. Your role as group work monitor is to assist the groups in the achievement of their task and to act as a process monitor. Your role may include timekeeping, observing, and facilitation where appropriate. Participants work in the same groups for three sessions

The key role for group work monitors is to sit in on groups and observe the group process. It is not your role to take part in group discussion. Each group will have a recorder. If the group is on task and facilitating its own discussion, then your role will be predominantly that of process monitor and timekeeper. If process issues emerge such as over or under participation by some group members, language, or timekeeping it may be appropriate for you to tactfully intervene in the group process.

During the group work, rapporteurs will move around the groups and sit in on groups. There are three rapporteurs, Tony Watts, Richard Sweet, and Christine Haines. Their task is to listen to group discussions and provide summary and synthesis reports at the end of each session. They will not participate in the sessions.

Group tasks will be explained well by session chairs at the end of the input sessions.

Roles and Tasks
• **Prior preparation**
> Familiarise yourself with the processes and principles of the symposium
> Familiarise yourself with the task requirements of each session

• **Facilitation**
  Prior to sessions
> Collect handout material from Secretariat
> Enter the session number and the group number on the Recorder's Notes

  Formation of new groups
> Facilitate introductions when a new group forms
> Distribute material to participants at the beginning of group work
> Make sure a spare chair is available for rapporteurs
> Check that the group recorder is ready and that they know what to do

  Process monitoring
> Check language issues e.g., can the recorder write in English; are any participants having trouble understanding
> Monitor participation e.g., are any participants dominating/not contributing
> Monitor that session tasks are being attended to
> Monitor time
> Give a timecall five minutes before the end of the group work

  Concluding group work
> Collect the recorded notes from the recorder
> Return notes to Secretariat
> Post butchers paper sheets on walls

CICA Paper – Making your own notes

After each session, you might like to make some private notes to bring to the CICA meeting on Monday morning