

- Everyone in your group has an important job to do.
- Encourage each person.
- You can help to make your group's work even better by sharing your ideas.
- Try to get your group to listen to each other's ideas.

**Things to remember**

# Encourager

A good encourager is:

- kind
- positive
- calm
- helpful
- a good listener



- Talk to others about your ideas to make them even better.
- Don't be afraid to say all of your ideas, even if you think other people won't like them.
- You can use mind maps, drawings or notes to help you to work out your ideas.
- If you are stuck, the other people in your group might have good ideas too!
- You need to find good ways to explain your ideas to other people so that they can understand.

**Things to remember**

# Ideas Person

A good ideas person is:

- imaginative
- interested
- a good listener
- patient
- positive
- good at seeing different ways to do things



- Help your group to make decisions and get the job done.
- Does your group have everything they need?
- Make sure that each person is doing their job.
- Check if anyone needs help and if they know what they need to do.
- If things are going wrong, don't worry. Talk to your group about what changes you should make.
- Ask an adult for help if you need it.

## Things to remember

# Manager

A good manager is:

- organised
- fair
- busy
- helpful
- good at making decisions



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- Ask an adult for help if you need it.

**Things to remember**

# Note-taker

A good note-taker is:

- a good listener
- neat
- organised
- calm
- reliable



- Presenting means that you have to tell other people about things so that they understand.
- Ask your group for help to decide what to say.
- You should speak clearly and slowly.
- Stick to the main points and try not to go off track.
- Join in with the work as well as doing the presenting.
- You can keep the attention of people by looking at them when you are speaking.

**Things to remember**

# Presenter

A good presenter is:

- a good listener
- fair
- neat
- organised
- calm
- reliable



## Things to remember

- Find out how long your group has for the task.
- Are you sure about the starting time and the finishing time?
- Let your group know when the time is half way through.
- The other members of your group need you to make sure they get things done on time.
- Join in with the task as well as keeping track of time.

# Timekeeper

A good timekeeper is:

- calm
- helpful
- reliable
- good at checking the time



- Listen to your manager and work as a team.
- Share!
- Help others to make sure that the job gets done.
- Your group needs you to do your job.
- Keep your working area tidy.
- Make sure that you get your job done on time.
- Ask for help if you need it.
- Always do your best.

## Things to remember

# Worker

A good worker is:

- helpful
- busy
- hard working
- careful
- tidy

