

RM 1–PS: Process Observation Report Form

Process Observer _____ Date _____

Team Members _____

Directions/Description

As *process observer* for your team, you will not actively participate in your team’s task. Your role is to position yourself so that you can see and hear the interactions and communication of the team members as they work to accomplish their assigned task/challenge.

If a conflict arises and it appears as though the team members cannot resolve it themselves, please advise your teacher/facilitator.

N O T E
 The names of individual students should not be recorded or reported in your observations.

Complete the following report of your team activity, and be prepared to share your observations during the debriefing process without criticizing.

Team Plan

1. Did the team seem to have a clearly defined plan? Explain.

Interaction and Communication

2. Record/tally the positive, negative, or neutral comments made during the team activity. These comments could also be made in the form of suggestions and/or directions.

Positive Comments (e.g., “well done,” “great idea”)	Negative Comments (e.g., “that’s dumb,” “brutal”)	Neutral Comments (e.g., “OK,” “what if we try this?”)

3. Was any form of non-verbal communication demonstrated? _____

If so, in what ways was the non-verbal communication presented (e.g., sitting out, facial expressions, body language)?

RM 1–PS: Process Observation Report Form (Continued)

Team Roles

4. Using the team roles identified in the Predicting Team Roles learning activity, try to identify the roles that emerged during the team’s building activity. Record/tally, under the appropriate category below, which roles you observed.

Task Roles	Interactive Roles	Self-oriented Roles

5. What was the energy level of the team? Explain.

6. How would you describe the team atmosphere (e.g., relaxed, tense)?

7. Did everyone participate? Explain.

8. Did any conflict arise? _____

If so, how was it resolved?

Overall Impressions
