

PERSONAL BACKGROUNDER AND SKILLS INVENTORY

Please answer ALL questions thoroughly. We find this form is one of the single best ways for us to determine working groups, task assignments, and areas where people might need assistance or support.

Name:

Preferred Email:

Academic Year:

Emergency Phone #:

Hometown:

Major/Minor:

What is your MBTI? (If you don't know your Myers Briggs Type Indicator, use this highly condensed version to determine it http://www.personalitypathways.com/type_inventory.html) Do you agree that this assessment is accurate? Please explain briefly.

What interested you in this class/consulting opportunity?

What do you believe are the greatest strengths you bring to a working/writing group? Please explain.

What weaknesses do you want to work on in your collaboration and working/writing group skills?

What strengths do you bring to a project environment?

When you have a long course project, especially a group project, what strategies have you used in the past to effectively manage information coming from multiple sources?

SKILLS INVENTORY

Software

Please rate your skills honestly with the following software packages ON A SCALE OF 1-5 (1 being none, 5 being expert). Feel free to add comments about the functions/features/capabilities of the software programs you are familiar with, especially in a publication environment. We will not use all of these, but this assessment helps us get a baseline.

- Microsoft Word 2007
- Microsoft Publisher 2007

- Microsoft PowerPoint 2007
- Microsoft Expression Web
- Adobe InDesign
- Adobe Acrobat (full, not just Reader)
- Adobe Photoshop
- Adobe Dreamweaver
- Adobe Illustrator
- Adobe Flash
- Quark Xpress
- Other experience?

Group Leadership Roles

Please review the different team roles listed below.

- In the *Task Roles* and *Maintenance Roles* categories, please highlight the one or two roles you feel most comfortable playing in your group work and the one role you feel least comfortable with.
- In the *Disruptive Roles* section, please highlight any role that seems to reflect behavior you have exhibited in past group work.
- In the *Project/Publication Management Roles* section, please indicate which roles you are comfortable playing in a project management situation, which you are totally uncomfortable playing, and which you might like to learn more about.

After each section, please add brief comments explaining why you highlighted the roles you did.

Task Roles

- *Initiator-contributor*-Offers ideas/suggestions; proposes solutions
- *Information seeker*- Requests clarification; solicits evidence; asks for suggestions and ideas.
- *Opinion Seeker*- Requests viewpoints from other; looks for agreement and disagreement
- *Information Giver*- Acts as resource person for group; provides relevant and significant information based on expertise or personal experience
- *Clarifier-Elaborator*-Explains, expands, extends ideas of others; provides examples and alternatives
- *Coordinator*-Draws together ideas of others; shows relationships between facts and ideas; promotes teamwork and cooperation
- *Secretary-Recorder*-Serves group memory function; takes minutes of meetings; keeps group's records and history
- *Director*-Keeps group on track, guides discussion; reminds group of goal, regulates group activities
- *Devil's advocate*-Challenges prevailing point of view for the sake of argument in order to test and critically evaluate the strength of ideas, solutions, or decisions.

Maintenance Roles

- *Supporter-Encourager*-Bolsters spirits and goodwill of group; provides warmth, praise, and acceptance of others, includes reticent members in discussion

- *Harmonizers*-Tension reliever-Maintains peace; reduces tension through humor and by reconciling differences between members.
- *Gatekeeper-Expediter*-Controls channels of communication and flow of information, encourages evenness of participation, promotes open discussion
- *Feeling-Expresser*-Monitors feeling and moods of group; suggestions discussion breaks when mood turns ugly or when energy levels lag.

Disruptive Roles

- *Stagehog*- Seeks recognition and attention by monopolizing conversation; prevents others from expressing their opinions fully; wants the spotlight
- *Isolate*-Deserts group; withdraws from participation; acts indifferent aloof; uninvolved; resists effort to be included in group decision making.
- *Clown*-Engages in horseplay; diverts members attention away from serious discussion of ideas and issues
- *Blocker*- Thwarts progress of group; opposes much of what the group attempts to accomplish; incessantly reintroduces dead issues; makes negative remarks to members
- *Fighter-Controller*-Tries to dominate group; competes with members; abuses those who disagree; picks quarrels with members; interrupts to interject own opinions into discussion.
- *Cynic*-Displays sour outlook; engages in fault finding; focuses on negatives; predicts failure of group

*borrowed from Meade, Lynn. "Chapter Five: Roles and Leadership in Groups." *The Message*. 2003. 1 Sep. 2008.

<http://lynn_meade.tripod.com/id181.htm>.

Project/Publication Management Roles (See Chapter 1 in Lips text)

- Client contact/client educator
- Conceptualizer
- Concept presenter (to team, client)
- Schedule setter
- Budget developer
- Budget manager
- Proposal writer
- Working group coordinator (assigning tasks, running meetings, keeping people on schedule, checking progress, etc.)
- Working group negotiator (during conflict)
- Interviewer (for information, not jobs)
- Copywriter
- Copy editor
- Designer (graphics/layout)
- Photographer
- Standards monitor (style sheet adherence, knowledge management process adherence, etc.)
- Usability tester
- Production manager

- Distribution manager