Process Observer Worksheet

names or initials =>								**Notes**
Getting Tasks Done								
Initiating - Gives ideas, suggests methods								
Informing - Gives facts, opinions / Makes self statements								
Clarifying - Expands others' ideas / Clears confusion								
Summarizing - Restates others' ideas / Offers conclusions								
Reality Testing - Analyzes, test suggestions / Tries others' ideas out								
Expediting - Prods group to action / Pushes to decision								
Getting Along								
Harmonizing - Defuses tension / Explores differences								
Gatekeeping - Invites others to speak / Works to include others								
Encouraging - Acts warm, friendly / Values others contributions								
Compromising - Modifies own position / Encourages others to modify								
Standard Setting - Checks limits with others / Helps to set norms								
Process Observing - Notes others' behavior / Reports to group								
Getting in the Way								
Blocking - Stops group process / Prevents agreement								
Withdrawing - Avoids topic / remains indifferent								
Dominating - Monopolizes air time / Belittles others' ideas								
Playing - Uses jokes to stall / Ridicules tasks or group work								
Undermining - Criticizes and boasts / Becomes aggressive and abusive								
Interruptions / Talkover - Interrupts group participants								