

ASSESSMENT CENTRE

Group Exercise Top Tips

- Actively contribute, making your points clearly, and confidently – particularly in a loud room, you want to make sure you can be heard by the group and the assessors.
- Introduce yourself to the others in the group, this will also help to break the ice
- Don't criticize, interrupt or undermine others
- Follow the instructions carefully, ensuring you follow all of the steps
- Keep an eye on the time, you won't always be prompted! To ensure you keep to time, offer to be time keeper
- Include all members of the group; if someone quiet, ensure to involve them by asking what they think or whether they agree with what has been proposed so far.
- Offer praise and appreciation for others, understanding and building upon their comments. If you don't agree with a comment, acknowledge their point and suggest an alternative, but don't just dismiss them
- Stand up for your opinion if criticized, using evidence to back up any ideas proposed
- Stay calm, but work quickly and decisively to come to a group decision
- Ensure good body language which is open, arms uncrossed, nodding, smiling and gestures of agreement when listening to other people's points of views to show that you are listening, and maintain relaxed eye contact.
- Listen to the instructions and make sure you follow guidelines
- Don't assume you need to win, these tasks focus on your ability to collaborate with others and being able to justify your decision as a group