Active Listener
- Looks at the speaker
- Gives the speaker full attention
- Doesn’t talk while the speaker is talking
- Doesn’t do anything distracting

Supportive
- Positive
- Never criticizes
- Disagrees politely

Participates
- Takes part in discussions willingly
- Demonstrates “thinking” during discussions
- Does not “tune out” after presenting job

Cooperative
- Follows directions of group leader
- Flexible, willing to move chair, etc.

Prepared
- Work is done on time
- Work is complete

Personal Best
- Work reflects best effort