

GROUP DISCUSSION

GUIDELINES FOR THE LEADERS (Chairpersons)

1. Make sure that **all the members of the group know each other**.
2. Ask the group to select a **recorder**.
3. **Introduce the topic** to be discussed.
4. Begin the discussion **identifying the various aspects of the topic**. Let the group decide on the priorities for these aspects.
5. Lead the discussion on each selected aspect. **Encourage each member** to state his views and also to **listen carefully** to the views of others. Encourage **discussion** of the advantages and disadvantages of all the ideas presented until the group is ready **to make decision as to the best solution** – probably an integration of several ideas. Avoid making a decision before all the possibilities have been discussed.
6. **Keep the discussion related to the topic balanced and orderly**. Occasionally a member may have to be asked tactfully to speak more briefly, not to raise his voice, not speak when someone else is speaking or to speak to the group rather than to the neighbour, etc.
7. Watch for indications that the **group needs more information**. Members may consult references or ask a resource person to help.
8. When a decision is reached **request a participant to make a summarizing statement** for the recorder.
9. When the group session is completed, **review the decisions and help the recorder to complete a summary of the discussion**.
10. The leader may **present the summary in the general meeting or may ask the recorder or any group member to make the presentation**. The leader must be prepared to answer any question asked in the general meeting about his report.

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GUIDELINES FOR THE PARTICIPANTS

1. **Address fellow members by name.** Appreciate the positive aspect of the contribution of others.
2. **Direct remarks to the group**, not always directly to the chairperson or any other member.
3. **Admit errors, disciplining yourself** in the interest of group harmony and go more than halfway in moving with the group. **Accept responsibility of subgroups** or individual assignments relevant to the work of the group.
4. Help the chairperson to **keep to the time schedule** by speaking briefly and to the point and giving others the chance to speak. Avoid repetition.
5. Help the chairperson to **move the discussion forward**. Avoid bringing back issues once rejected by the group.
6. **Offer fact and figures relevant** to the experience and the authoritative generalization.
7. Strengthen remarks by giving facts from the working papers and reading materials to **avoid too much personal opinion**.
8. Suggest new ideas for presentations. **Volunteer to use individual skills** in various methods of presentation.
9. **Express opinion without hesitation** though it may be of the opposite view but be sure that it is related to the goals.
10. **Help to draft a report** that reflects accurately what the group thinks.
11. Be prepared to **define and explain the group's discussions** in the general meeting.
12. **Don't hesitate to challenge, question or add** to group reports.

GROUP DISCUSSION

GUIDELINES FOR OBSERVERS

- 1 How did they **choose the leader** ?
Was there a **defined leader** ?
2. **Did the leader clarify** what he wanted or encourage each participant to come out with his ideas ?
3. **Did all members contribute** to the discussion ?
Were some keeping silent ?
4. Who did **most talking** ? Did **anyone seem hesitant** to make his points?
5. Were there **many interruptions**?
6. Did they **pool all ideas /views** and then discuss each one in detail ?
7. Did they **evaluate each suggestion** immediately and then approve it or drop it
8. **When they speak** do they look....
 - a) Down and avoid facing anybody ?
 - b) At people who are likely to click with them ?
 - c) At the person monopolizing the discussion ?
9. Were there **many arguments at cross –purposes** to the goal ?
11. Was the problem **handled logically**?
12. Was **the methodology of the discussion relevant** to the topic being discussed ?
13. **Any other points you consider important**?