

CHECKLIST OF PARTICIPANTS' RESPONSIBILITIES IN GROUP DISCUSSION

PREPARATION

Prepare some questions in advance of meeting

- * to get discussion started
- * to keep discussion going purposefully
- * to help keep discussion related to experience of participants
- * to bring out all sides of topic

DISCUSSION

Begin on time

Introduce the topic

- * suggest goal (s) of discussion
- * present tentative outline
- * allow time for participants to adjust goal (s) and outline if necessary

Give "thought-flow" summaries when needed

- * to minimize repetition
- * to try to prevent domination
- * to clarify

For leaders and group participants?

- * Draw all participants into discussion
- * * Seek to minimize useless speculation
- * Keep discussion on track
- * Bring out all sides of the question
- * Listen actively
- * Accept and support each other as unique individuals
- * Help each other understand what is said
- * Try to prevent domination of discussion

CLOSING

Stop discussion on time or before interest wanes

Present final summary of consensus and of differing opinions

Plan next meeting: select topic
date and time