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Meetings to Problem Solve

- Searching for ideas.
- Trying out ideas on each other.
- Listening for understanding.
- Not looking to dispute.
- Short exchanges, no long speeches.
- Seeking solution, not winning or consensus.



Nominal Group Technique

- Similar to our method of meeting but with a some major differences.
 - Open and welcome
 - Independent generation of ideas
 - Record Ideas
 - Discuss ideas
 - Reach a decision
 - Announce results



Start the process

- Select a community problem about which you wish to brainstorm possible solutions.
- Open and welcome.
- State a clear purpose for the meeting.
- Benefits statement.
- Explain the process and rules.



Generate ideas

- Members work as individuals and independent of each other.
- Generate ideas without talking to each other.
- Write each idea on an index card / Post-it note.
- Facilitator does the same.



Record Ideas

- Suggest one idea at a time.
- Rotate to get all ideas.
- Facilitator summarizes ideas, lists key words on white board.
- No criticism of the ideas.
- Questions of clarification only.
- Rotate to get all ideas.
- New ideas may be generated as well.



Discuss ideas

- Open discussion on all ideas.
- Proceed item by item.
- Clarify, explain and discuss items.
- Explore advantages and disadvantages of each item.
- Discuss grouping:
 - Careful not to group too much.
- No need for a group decision yet.



Reach a Decision

- Create a clear ballot.
 - On white board.
- Invite everyone to vote.
 - Number of votes should cut the list of ideas to number of options you need.
 - Weighted ballot might work: Give each person 5-4-3-2-1 or 3-2-1 weighted votes.



Announce Results

- Publicly announce the results.
- Thank members for participating.
- May need to hold interim votes to narrow the choices down.
- May have a few rounds of NGT.
- Can be used to develop timelines, action plans, items for surveys, etc.

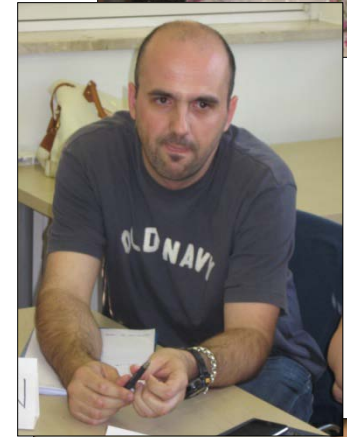


Try out the Method in your Team

- Select today's topic:
Parking downtown,
driving while distracted,
young adults, economic
development, etc.
- Using NGT, come up with
possible solutions.
 - Each team come back with
top three ideas.



Use NGT to Select Top Five Ideas



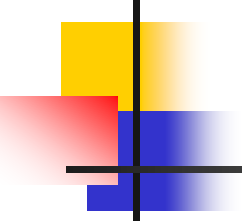
- Pick up NGT process with full group.
- Begin with three top ideas from each Team.
- Clarify, explain and discuss each item.
- Discuss possible groupings of certain items.
- Use NGT to select top five issues.

After the top five are decided, discuss the advantages and disadvantages of this method compared to our meeting process.



Definition of a Team

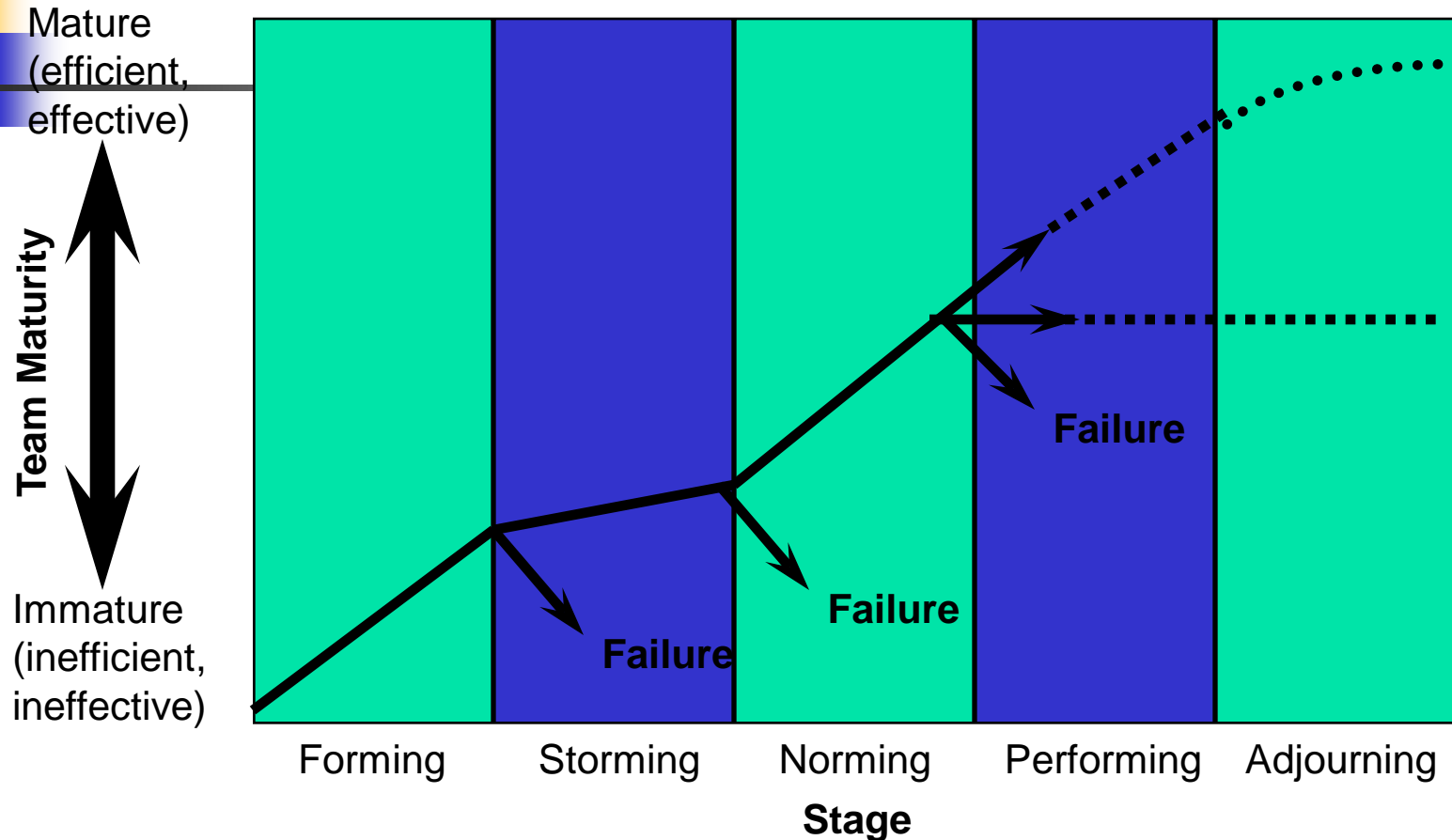
(Katzenbach & Smith)



A team is a small number of people with complimentary skills who are committed to a common purpose, set of performance goals, and approach for which they hold themselves mutually accountable.

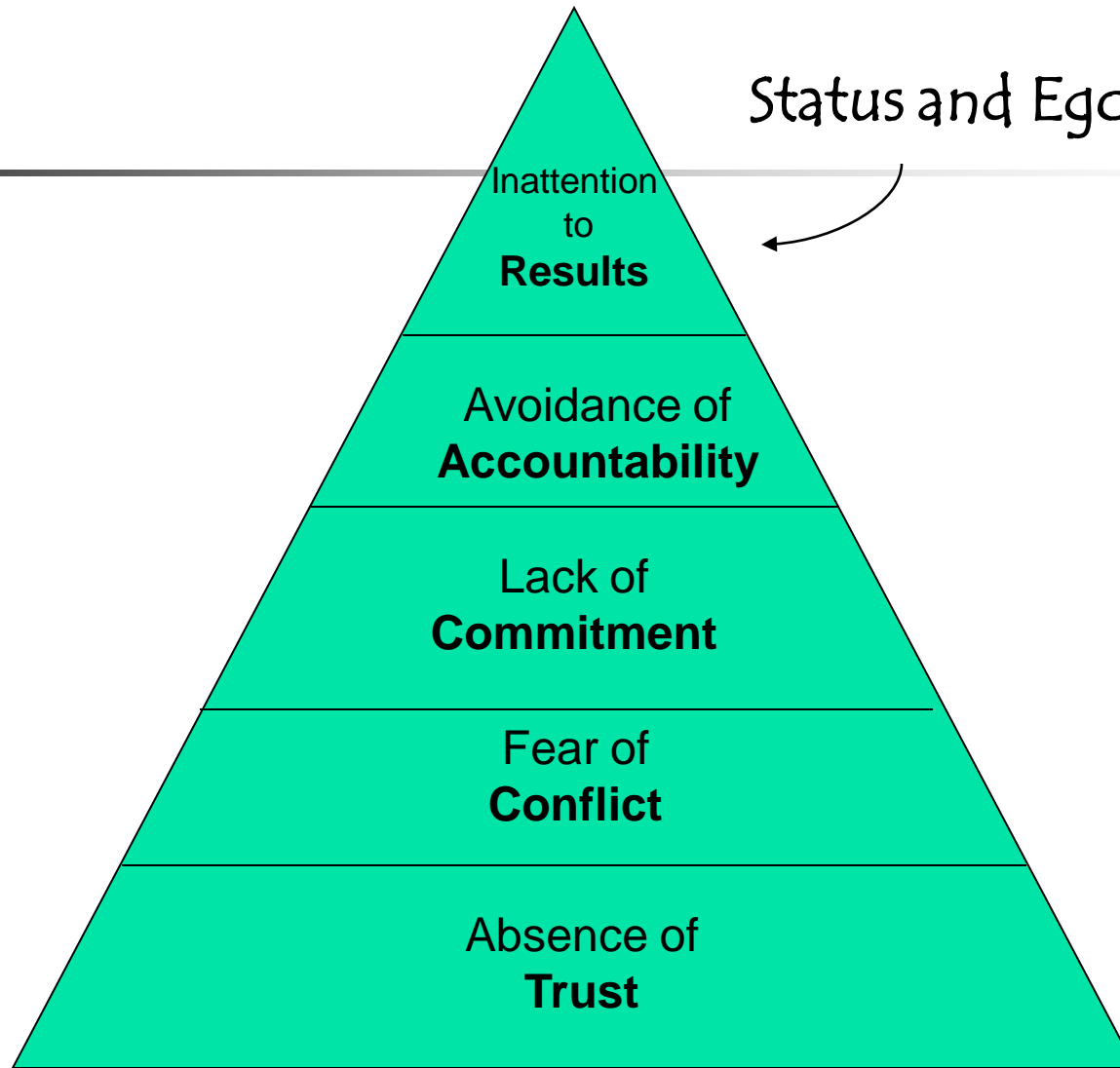
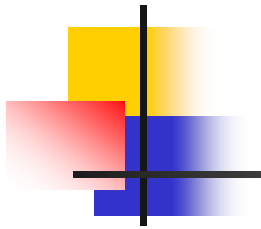
Stages of Team Development

(Tuckman & Jensen)



From Hellriegel & Slocum (2004). *Organization Behavior*. Mason, OH: Thompson-Southwestern

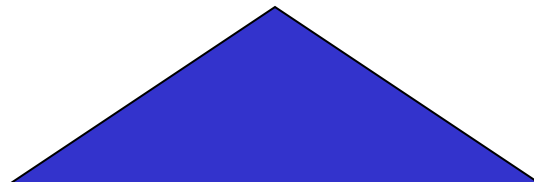
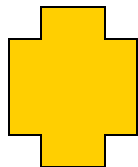
The Five Dysfunctions of Teams (Lencioni)





Report Back

- Each group assesses their performance
- **Plus**
- **Delta**
- Large group debriefing



Performing as a Team





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