

## GUIDELINES FOR GROUP DISCUSSION

1. Dividing into groups is an excellent way to get people to react. It encourages true participation because every person's ideas find their way into the process.
2. Don't always get the "old gang" together.
3. Include those with valuable input, who may not have been involved in the past. Also, keep the teams fluid; bring in resource people as needed.
4. There should be a maximum of 6-8 people on a team.
5. The main ideas should come back to the large group for consideration (not just one idea, because the small groups are not making decisions for the whole Representatives Meeting). By doing this, you have eliminated the time that it would take to get to this point, but still do not prevent others in the meeting from adding more ideas.
6. It is best when project headings are vaguely stated. For example, "What are the issues involved in having a Day of Sharing?" There should be no more explanation than this because more details may prejudice the responses in the "old direction." Also, because it is a neutral statement, responses to it could be positive or negative, good or bad, subjective or quantitative, etc. It is this feeling of "anything goes" that you want to capture.
7. Remember the following rules when brainstorming a topic:
  - (A) No criticism of an idea.
  - (B) Try to generate a large number of ideas in a short period of time.
  - (C) Participation of every team member is encouraged.
  - (D) Be as concise as possible (no more than five to seven words to describe your idea). But on the other hand, one or two word responses should be avoided, because they are so open to interpretation (or misinterpretation).
  - (E) Whenever possible the statements should include a noun and a verb, to make the statement less ambiguous.