Nominal Group Technique

Facilitator’s Guide

Prompt: What are the biggest challenges facing UMaine Extension in the next five years?

Supplies needed:

* Individuals will need writing utensils and paper and/or laptops to record their answers to the prompt.
* Flip chart paper or whiteboard
* Sticky dots

Steps:

1. Share the prompt with the group. Instruct them to take 3-4 minutes to write down their answers individually and quietly.
2. Ask each participant to share one idea at a time and to not repeat ideas that have already been shared. You will create a list of the unique ideas using the flip chart paper or the whiteboard. Use the participant’s wording. Continue this round-robin style until participants have no remaining ideas that have not been mentioned yet.
3. Guide the participants through a discussion of each of the items on the list. Clarify any ideas that are unclear, make written revisions if necessary, and provide the space for participants to respectfully share their opinions about the ideas listed.
	1. All items should receive equal discussion time, which means you will need to estimate how long is available based on the size of the list and how much time is remaining in the session.
4. Distribute sticky dots or markers to participants so they can vote on the ideas. If using sticky dots, give each participant five dots.
5. As the facilitator, you must decide how voting will occur. If each individual has five votes to spend, you can require them to vote on five different items on the list *or* you can let them allocate their votes for as few as one or as many as five items. The latter option allows participants to spend all their votes on a single item if they feel passionately about it.
6. Instruct the participants to vote based on the decision you have made. There should be silence during the voting. Each sticky dot represents one vote and should be placed as close as possible to the item for which the vote is being cast.
7. Tally the votes to determine which items received the most votes. Those with the most votes are priorities for taking action.