K·STATE
Research and Extension

The Art of Facilitation
Building Your Palette of Skills
2015
December 1-3

Working with Groups:

Hints for Recording Input

- When ideas are recorded, use the participant's words. Do not abbreviate or condense words, which may lead to misinterpretation of the idea. If clarification is needed, ask the person who initiated the idea exactly what was meant. To keep the meeting flowing smoothly, it may be necessary for two people to record, with each alternating ideas. Speed is important if the group is large or the number of ideas generated is numerous. You may want to switch recorders so they also can participate in the idea generation process.

  — Collect all ideas before you assess any of them. (Many times the first idea expressed in a meeting is given a lot of attention and time.) To avoid leaving out additional ideas, collect all ideas and present or publicly record them before discussing any of them.

  — A collection of 20 to 30 ideas probably will account for the majority of those produced by the group. One rule of thumb is that approximately 60 percent of the ideas generated will be able to be used by the organization or community if it chooses to do so. If the group is very large, ask permission to go around the group twice in round robin style to collect ideas. That will help the group give the most important or best ideas first. After two passes, you could then ask if there are any more ideas that should be added.

  — It is often helpful to: 1) number each item in consecutive order; and 2) alternate colors of marker ink when recording ideas so that people sitting farther away can distinguish the difference in the ideas.

- Besides recording on flip chart sheets, it also may be possible to record the ideas with a computer connected to a projector with a screen. In this way you are saving time by recording the input into an electronic document, which can then be printed or emailed later. It also is possible to use computer software designed for group process work to create diagrams, graphics, links, or outlines as well as to show relationships.

Source: *Working with Groups: Generating Ideas, Making Decisions, and Enhancing Commmunication*, by Phyllis I. Schoenholz and Cheryl A. Burkhart-Kriesel, University of Nebraska, Lincoln, EC478, 2008, The Board of Regents of the University of Nebraska-Lincoln and the United States Department of Agriculture. Adapted with permission.

KANSAS STATE UNIVERSITY AGRICULTURAL EXPERIMENT STATION AND COOPERATIVE EXTENSION SERVICE

K-State Research and Extension is an equal opportunity provider and employer. NEB#3HintsRecordInput