

Working with Groups:

Basic Tools and Techniques

Below are some basic tools and techniques that are helpful when working with groups.

<i>Gather Ideas or Data</i>	<i>Categorize/Prioritize</i>	<i>Make Decisions</i>	<i>Enhance Communication</i>
<p>Generating Ideas</p> <ul style="list-style-type: none"> • Brainstorming • Brain drain • Story boarding • Data dump • Idea writing • SOAR analysis 	<p>Categorizing</p> <ul style="list-style-type: none"> • Affinity mapping • Mind mapping • Fishbone diagram • Worst-Best 	<p>Nominal Group Technique</p> <p>Decision Making Matrix</p> <p>Fist to Five</p>	<p>Fish Bowl</p>
<p>Generating Data</p> <ul style="list-style-type: none"> • Various research methods 	<p>Prioritizing</p> <ul style="list-style-type: none"> • Nominal group technique 	<p>Standard Processes</p> <ul style="list-style-type: none"> • Coin toss • Authority <ul style="list-style-type: none"> - without consultation - after consultation • Expert • Average of group • Majority rule • Minority rule • Consensus 	

Source: *Working with Groups: Generating Ideas, Making Decisions, and Enhancing Communication*, 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.