



## Group Discussion Guidelines

- Listen, even if you do not agree
- Allow all speakers to finish what they're saying
- Agree or disagree with ideas, without making it personal
- Allow for silence; let people think
- Use "I" statements (speak only for yourself)
- Stay on topic and task
- Give everyone a chance; don't hog time
- Be brief
- Appreciate people for participating, even if you don't agree with their ideas
- Ask for clarification, examples, or illustrations of points
- Reframe participants' points to ensure proper understanding
- Summarize occasionally and ask what more needs to be addressed
- Don't force participation – allow opportunities for small group sharing