

FROM *LEADERSHIP FOR TOMORROW'S SCHOOLS*, BY JERRY PATTERSON (1993)

APPENDIX C: TOOLS FOR REACHING GROUP DECISIONS

NOMINAL GROUP PROCESS

Purpose: Use to gather and rank various solutions to a problem.

Time Needed: approximately 45 minutes

Procedure:

1. Begin with a clear written statement of the problem to be addressed.
2. Ask each person to spend about ten minutes writing ideas and responses on cards or a worksheet.
3. Form groups of ten or fewer and have everyone report out, round robin, each person giving one idea. Write each idea on a chart. Continue taking turns until all ideas are up. Ideas may be clarified as you go, or clarified when all ideas are charted. Clarification is aimed at making the ideas understandable, not changing or eliminating them.
4. Then ask participants in the group to list on cards the best four, five, or six ideas (whatever number seems to produce a suitable range). These ideas are then listed on a separate chart.
5. These may be further ranked by having individuals give each of them a rating of 1 to 5, with the ratings totaled for each item.