Getting Group Input

Getting and acting on input is an important way to improve team output while engaging employees. Here are 6 ways to get input with efficiency, effectiveness, and fun – and some things to consider when choosing which one(s) to use.

Face-to-Face Input	Virtual Input
Voting Dots • Facilitator puts a set of posters with each idea, concern, recommendation on the wall • Each individual receives X number of colored dot stickers used as 1 "vote" each of their top idea, concerns, recommendation, etc. • Each person distributes their stickers. They can put as many dots as they want or facilitator instructs. • Discussion ensues on the results.	**Polling Process** • Facilitator pre-arranges a poll to be filled out during the virtual meeting with a rating of 1-5 for each idea concern, recommendation, etc. - or - • Facilitator designs and delivers a survey prior to the virtual meeting and shares the results at the meeting.
Post-It™ Process • Each individual puts idea, concern, etc. on a Post-it ™ • Using round robin, each share their results while facilitator puts each post-it on the walls • Facilitator helps to identify commonalities, discuss issues, etc. often while moving around and re-organizing the post-it notes physically	**Workin' the White Board** • Each individual writes ideas, concerns, etc. on paper or their computer • Using round robin, each share their results – typing each on a white board • Facilitator circles common ideas with different colored markers, or type commonalities on dedicated portion of white board
Round Robin • Facilitator presents questions, issues, or call for ideas • Individuals one-by-one clockwise respond to the question or issue, or gives and idea	**Round e-Robin** • Facilitator presents questions, issues, or call for ideas. • Facilitator calls on each person, possibly alphabetically, who responds to the question or issue, or gives an idea
The Input Café • Facilitator posts one issue, question, or item in need of input, action ideas, etc. on a flip chart, and place each chart around the room • Each person meanders around the flip charts eventually adding a thought or idea to each one	**The Input Board** • Facilitator writes each issue, question, or item in need of input on the top of the white board • People are invited to write a thought or idea underneath each issue
Small Group to Large Group • Break the participants into small groups of 3-6 • Each participant moves to a new spot/chart/table in the room as assigned • Facilitator gives each group the same assignment – i.e. different questions to weigh in on or to come up with X number of ideas • A scribe at each table writes down the information on a flip chart • After the allotted time, a spokesperson for each group reads the groups' results aloud from the flip chart	**Small Group to Large Group** • Break the participants into small groups of 3-6, and assigns a small group leader • Small group leader starts a chat separately from the main meeting room – or - • Each small group member joins a separate small group meeting room created by the facilitator prior to the meeting • Facilitator gives each group an assignment • Small group leader types the groups' notes on a Word or other electronic document • After the allotted time, each small group leader shares the document or the screen showing their document to everyone
Large Group Discussion • Facilitator presents the question, issue or call for ideas, etc. • Participants begin to provide their input, insights, ideas, etc. • Facilitator listens, paraphrases, helps identify common themes, next steps, etc.	**Large Group Discussion** • Same as face-to-face technique. • **As this technique can be hard to achieve full participation even in face-to-face settings, be particularly aware of who is and isn't participating** • Encourage participants to use chat or emoji features to get attention. • Encourage individuals to use chat if they're not able to break into a conversation with their ideas.

(Left margin, top to bottom: EASIER TO ACHIEVE — FULL PARTICIPATION / HARDER TO ACHIEVE — FULL PARTICIPATION)

(Right margin, top to bottom: DECREASED DEPTH OF — INSIGHT AND DETAIL / INCREASED DEPTH OF — INSIGHT AND DETAIL)

Minneapolis
City of Lakes