

Table of Contents

Nominal Group Technique Template	3
Nominal Group Technique Template	4
<i>Purpose</i>	4
<i>Participants</i>	4
<i>Session Agenda</i>	4
<i>Idea Generation Template</i>	5
<i>Voting Results Template</i>	5
<i>Next Steps</i>	5
<i>Additional Notes</i>	5

Nominal Group Technique Template

What is Nominal Group Technique Template?

The Nominal Group Technique (NGT) is a facilitated brainstorming method that encourages individuals to generate ideas in isolation and then share their thoughts with others. The NGT template provides a structured framework for conducting this technique, which can be applied in various settings, such as business, education, or community organizations.

Here's a breakdown of the Nominal Group Technique Template:

Preparation

1. **Objective:** Clearly define the problem or goal to be addressed.
2. **Group composition:** Assemble a group of 6-12 individuals with diverse backgrounds and perspectives.
3. **Instructions:** Explain the NGT process to the participants, emphasizing that they will work individually first.

Individual Thinking Time (15-30 minutes)

1. **Problem statement:** Provide each participant with a copy of the problem or goal statement.
2. **Individual brainstorming:** Ask each participant to generate as many ideas as possible in response to the problem statement. They should not discuss their ideas with others at this stage.

Round-Robin Presentation (15-30 minutes)

1. **Time limit:** Set a time limit for each participant to present their ideas (e.g., 2-3 minutes per person).
2. **Format:** Each participant presents one idea at a time, without discussion or evaluation.
3. **Note-taking:** Encourage the facilitator and other participants to take notes on the presented ideas.

Discussion and Evaluation

1. **Debate:** Allow the group to discuss and debate the presented ideas (10-20 minutes).
2. **Evaluation criteria:** Establish clear evaluation criteria for the ideas, such as feasibility, relevance, or impact.
3. **Group prioritization:** Ask the group to prioritize the top ideas based on the established criteria.

Post-NGT Activities

1. **Action planning:** Assign tasks and responsibilities to team members based on the agreed-upon ideas.
2. **Follow-up:** Schedule follow-up sessions to review progress, provide feedback, and make adjustments as needed.

The Nominal Group Technique Template provides a structured approach to brainstorming, which can lead to more diverse and innovative ideas compared to traditional group brainstorming methods. By encouraging individual thinking time followed by round-robin presentations, this technique helps to reduce groupthink and increase the quality of generated ideas.

problem, here, are, topic, categories, in, one, sentence, with, a, space, between, each, and, in, , ngt, prep, idea, generation, presentation, discussion, evaluation, action, plan

Nominal Group Technique Template

Purpose

The Nominal Group Technique (NGT) is a structured method for group brainstorming that encourages contributions from all participants. It is useful for prioritizing issues, generating ideas, and reaching consensus.

Participants

- List of participants:
 - Participant 1
 - Participant 2
 - Participant 3
 - Participant 4
 - Participant 5

Session Agenda

1. **Introduction** (5 minutes)
 - Explain the purpose and process of NGT.
2. **Silent Idea Generation** (10 minutes)
 - Each participant writes down their ideas or solutions individually and silently.
3. **Round Robin Sharing** (20 minutes)
 - Each participant shares one idea at a time (in round-robin fashion) until all ideas are shared.
 - Record ideas on a flip chart or whiteboard.
4. **Discussion** (15 minutes)
 - Open the floor for questions, clarifications, or discussion about the ideas

generated.

5. **Ranking** (20 minutes)

- Each participant votes on the ideas using a predefined method (e.g., dot voting, score from 1-5).

6. **Review Results** (10 minutes)

- Share the results of the ranking and discuss.
- Identify top ideas or solutions.

7. **Action Planning** (10 minutes)

- Create a plan for implementing the top ideas.

8. **Conclusion** (5 minutes)

- Summarize the session and thank participants for their contributions.

Idea Generation Template

1
2
3
4
5

Voting Results Template

1
2
3
4
5

Next Steps

- Assign roles for follow-up.
- Set deadlines for action items.
- Schedule the next meeting if necessary.

Additional Notes

- Encourage participation and respect diverse opinions.
- Ensure everyone has an opportunity to share their ideas.

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