

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

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.