

How To Guide A Group Discussion: A Leader ACTS

Acknowledge Everyone's Contribution

Be sure to recognize everyone, even if several people speak at once

Respond also to laughter, a groan, or a deep sigh

Don't always respond the same way, "Good comment, Bob!" every time he talks

Also respond nonverbally

Clarify What Is Being Said and Felt

"Let me see if I understand what you are saying."

"Would this be an accurate way to rephrase your question?"

"Could you say that another way? I'm not sure I understand."

Take It To The Group As Discussion Fodder

Don't be the answer person!

"What do you guys think?"

"I know you've struggled with this before, Julie. What would you do?"

"You had good things to say when we talked about this yesterday, Todd. Why don't you respond to that question?"

Summarize Periodically (every few minutes or so)

"So far we seem to be saying"

"Suzie, could you summarize what we decided was most important about this passage?"

"It seems like we're moving in this direction..."

"I think I see a theme emerging here..."