# NOMINAL GROUP TECHNIQUE (NGT)

A brainstorming technique that will insure team member inclusion

and the generation of a high volume of diverse ideas.

## Bad Brainstorming…

* No structure/facilitation, a “free for all”.
* Has no focus, tends to wander across topics.
* Is dominated by the loudest/ most powerful.
* Discourages ideas through judgment or criticism.
* Creates warring factions and dissent.
* Generates the same old opinions.



## Good Brainstorming…

* Is structured/facilitated by a leader.
* Is focused on a specific question or problem.
* Includes all participants.
* Encourages all ideas.
* Engages individuals in a team effort.
* Generates a wide range of new ideas.

Nominal Group Technique is Good Brainstorming

The 4 steps of NGT:

1. **Silent Generation of ideas based on a strong question**: Each individual generates their own list.

*Tip: Use Post-it notes - one idea per page.*

1. **Round Robin Report and Record**: Go around the room, one idea per person, record and number ideas as stated for all to see.

*Tip #1: Have each person read their idea as it is placed on the board/ sheet for all to see.*

*Tip #2: Avoid editing the ideas.*

1. **Discussion for Clarification:** Questions are asked regarding the ideas shared. Ensure that all members understand all ideas.

*Tip: Read all the ideas out load.*

1. **Voting:** Using sticky dots, a show of hands, or anonymous paper votes. Allow individuals to vote for a number of items that encourages “tough choices”.

*Tip #1: Create simple criteria for voting, e.g. select the ideas that are “doable” and most likely to succeed.*

*Tip #2: Allow voting for 10-15 percent of the items, e.g. a list of 20 items might result in allowing 3 votes per member. Ask members to avoid placing all votes on one item.*

*Tip #3: Paper voting reduces peer pressure.*