

## 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.*
2. **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.*
3. **Discussion for Clarification:** Questions are asked regarding the ideas shared. Ensure that all members understand all ideas.  
*Tip: Read all the ideas out loud.*
4. **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.*