

Activity 1.7 Taking Inventory of Collaborative Discussion Skills ¹

Description

This activity will provoke participants to reflect upon and identify their needs in a discussion space. They will be encouraged to build on their strengths and support the development of their weaknesses. Participants have the option of sharing their needs and working together to support the needs of fellow discussants.

Learning Goals

- Develop an awareness of personal strengths and needs in group discussion.
- Support others in their needs to help nurture a more collaborative discussion environment.

Practice (60 minutes)

Step One	<p>Gather information on discussion participants' self-evaluation of their collaboration discussion skills using this digital Collaborative Discussion Skills questionnaire.</p> <p>Tip: Sign in to a Google account to make a copy of the above google form (click Make a Copy). Once you have a copy of the form, you can modify it to fit your needs. Responses will be sent directly to you.</p> <p>Tip: If possible, have participants complete the survey prior to the group gathering or beginning of a certificate program.</p>	Pre
Step Two	<p>If participants completed the survey in advance, share with them how the group self-evaluated their skills (do not share individual results). Share the major areas of strengths and places for growth. Share this visually on the board or screen so that they can use it as a reference point for later.</p>	10 min

¹ **Citation for this activity:** Shannon Wheatley Hartman & Jack Byrd (2023). Taking Inventory of Collaborative Discussion Skills. In Hartman, Britt, & Byrd (Eds). *The Interactivity Foundation Collaborative Discussion Toolkit*. Retrieved from <https://www.collaborativediscussionproject.com/module-1-introduction-to-collaborat>

	<p>Then, move to Step Four.</p> <p>If participants did not complete the digital survey in advance, then distribute hard copies of the following Collaborative Discussion Skill Evaluation Worksheet. Follow the directions. Participants will be asked to assess their skills as:</p> <ul style="list-style-type: none"> ● F – Fulfillment: You are completely satisfied with your abilities. ● C – Comfort: You feel confident of your abilities but would like to refine. ● D – Developing: You recognize you have a serious need and would like the discussions to support growth in this area. ● L – Lacking: You are very deficient but not yet comfortable with the development of this area. 	
Step Four	<p>In small groups (3-4 ppl), develop a composite view of rankings. Get a sense of where the group feels like it has strengths (Fs and Cs) and where there is room for growth (Ds and Ls). Groups can use either the worksheet or the results from the digital survey (shared with the group in Step Two) to inform their opinions.</p>	20 min
Step Five	<p>In the same small group, allow each individual to identify 3-4 skills that they would like to improve. Explore how the group might help support growth in the respective growth areas. Save these support statements using the Collaborative Discussion Skills Commitment Worksheet.</p>	20 min
Step Six	<p>Debrief as a large group:</p> <ul style="list-style-type: none"> ● Which skills are we most interested in developing? ● Which skills do we feel like we are most comfortable exhibiting? ● How might we refer to our commitment worksheet in our time together? 	10 min

Reflection Assignment

- How comfortable were you sharing your needs with others?
- How effective were the discussions at helping you improve your collaborative needs?
- Is it useful to have others sharing responsibility for your development?

Practice Journal

This week, think about how you might start or continue to develop the skills you identified through these activities. Write a game plan that includes small activities or actions that you can take to help you develop this skill.

Dive Deeper: Additional Resources