

Nominal Group Technique

What Nominal Group Technique (NGT) provides a way to give everyone in the group an equal voice selecting issues and generating courses of action. It reduces the intimidation that often comes when there are vocal members in a group. It also removes the stigma that leadership is the only one heard.

When NGT is used when focus is diversified, a problem is highly controversial, or the solutions nearly equal the number of participants.

- How**
- Develop a list of issues to consider:** This can be done verbally or is best done using Post-It Notes. Each individual writes their issues and gives them to the facilitator.
 - Discuss the topics that may be the same idea:** For those that are the same rewrite the topics so that everyone agrees. Remove all topics that were combined into another. Place a letter by each topic to clearly identify the topics for consideration.
 - Each member ranks the statements in order of importance to them:** Count the total number of topics. Ranking is based on the total number of topics with the highest number being the most important and one being the least important.
- Add the numbers across:** The highest number is the priority if it is significantly higher than the next higher total.

Tip: If you have a large number of items (say over 15), you might want to use the one half plus one rule. That is rank only half of the items plus one. You can select the half by using multi-voting.

Participants Issues	Wayne	Wren	Sharon	Marisa	Tanya	Oliver	Totals	Priorities
A	1	1	2	3	1	5	13	#5
B	3	2	1	4	2	4	16	#4
C	5	4	3	1	3	1	17	#3
D	4	3	5	2	4	2	20	#2
E	2	5	4	5	5	3	24	#1

Each participant prioritizes the issues on a weighted scale. Where #5 = 1st priority, #4 = 2nd priority etc... writing them on the voting chart. Rows are counted for totals and priorities are set with highest number down to lowest.

CAUTION!

Keep everything visible. Use a flip chart.
Mark issue numbers on the flip chart so that everyone can read them.
Transpose priorities to the issues charts to ensure everyone understands the priorities.