

## **COUNTY LISTENING SESSION ROLE OF GROUP LEADER AND RECORDER**

Group Leader: Guides the discussion during the breakout sessions and reports results of the breakout discussion in the meeting of the overall group

- Is a neutral, positive member of the group
- Establishes ground rules and gets consensus
- Does not contribute ideas to the discussion
- Encourages full and equal participation from every group member
- Does not judge ideas or individuals
- Protects individuals and their ideas from attack
- Focuses on building agreement, understanding and “win/win” situations
- Keeps the discussion “on track”
- If the group gets bogged down, suggests alternative methods or procedures to help group accomplish its goals

Group Recorder: Captures key points of the discussion so all can see what is being written

- Captures basic ideas on large sheets of paper in full view of the group
- Does not edit or paraphrase
- Uses words of the speaker
- Records enough of the speaker’s ideas so they can be understood later
- Remains neutral during the discussion
- Does not contribute his/her own ideas unless requested from group
- Transfers ideas from large sheets to template