

ADVANCED COMMUNICATION SERIES
THE DISCUSSION LEADER

Assignment #1:
THE SEMINAR SOLUTION

Objectives

- Present an introductory short talk or brief lecture describing a theory, model, or information about a topic that will be discussed by a group following the presentation.
- Organize the information so that it is easy to understand and can be remembered.
- Orient the group to think about the specific goal of the discussion that follows.
- Use a buzz session discussion technique to promote group participation in deriving information leading to a solution to the problem.
- GROUP SIZE: Club Members
- MATERIALS: Flip Chart, grease pencil, six notepads and pencils
- TIME : 20 to 30 minutes

Note to the Evaluator

The purpose of this project was for the discussion leader to give an introductory presentation describing a theory, model, or information about a topic that a discussion will consider, following that presentation. This is an informative warm-up speech that should orient the group to focus on the specific goal of the discussion. The discussion leader should then divide the participants into buzz groups toward the goal of arriving at a solution to the problem presented. In addition to your oral evaluation, please write answers to the questions below. Total time: 20 to 30 minutes.

Evaluation Guide

1. Was the presentation interesting? Did the discussion leader effectively maintain group interest? If not, why not?
2. Did the discussion leader check with the group to insure the members understood what he or she was saying?
3. How did the discussion leader relate new information to the common experiences and knowledge of the audience?
4. What was the organizational structure of the talk? Give a brief outline.
5. Did the discussion leader effectively use support materials or visual aids? (Optional) List materials.
6. Did the discussion leader draw the events and concepts to a close, yet leave them open to further examination by the group?
7. Did the discussion leader effectively monitor the time and generate information from the buzz groups?
8. Did the discussion leader list and summarize the information on a flip chart and arrive at a concluding statement or solution?

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Assignment #2:
THE ROUND ROBIN

Objectives

- Establish the meaning of a question with a discussion group.
- Using a problem solving pattern, lead the participants in a brainstorming session.
- Screen the possible solutions and lead the group in deciding what action to take.
- GROUP SIZE: Club Members
- MATERIALS: Flip Chart, grease pencil, pad and pencil.
- TIME : 20 to 30 minutes

Note to the Evaluator

The purpose of this project was for the group leader to coordinate and guide the members in a round robin problem solving pattern to arrive at a solution within 20-30 minutes. The leader should illustrate skill and awareness in moving the discussion process along. In addition to your oral evaluation, please write answers to the questions below.

Evaluation Guide

1. Did the group leader allow each member to agree on the meaning of the problem?

2. Was the problem selectively worded as a brief clear question?

3. Did the leader use the round robin method of going around the group several times in a brainstorming session?

4. Did the leader read back the basic ideas for review by the group?

5. Did the leader have general conclusions recorded on the flip chart?

6. How did the leader guide the group in deciding the solution to the problem?

7. In what way could the leader have been more helpful to the group in reaching a decision?

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THE DISCUSSION LEADER

Assignment #3:
PILOT A PANEL

Objectives

- Select a problem for panel discussion. Select not less than three members in advance to speak on the panel.
- Define the common goals and the purpose of the panel.
- Acting as moderator, monitor the panel discussion to inform the audience.
- GROUP SIZE: One discussion leader and three panelists selected in advance from among the club members. Club members who participate as panelists will receive credit for other basic or advanced manual projects that relate to the purpose of the individual presentation; e.g., Speaking To Inform, The Persuasive Speech, Constructing Your Speech, Clarify Your Meaning, etc.
- TIME : 30 to 40 minutes

Note to the Evaluator

The purpose of this project was for the group leader to select panelists and moderate a panel discussion. The information should be adequately divided among the panelists so that no overlap of information occurs. The moderator should give evidence that he or she has carefully limited the scope of the topic for presentation to be managed within the 30-40 minute time period. In addition to your oral evaluation, please write answers to the questions below.

Evaluation Guide

1. In opening the session, did the moderator clearly explain the topic for the discussion in terms of a stated problem?

2. Did the moderator define the common goals or purpose of the panel?

3. Did the moderator introduce each panelist and his or her topic for presentation?

4. Did the moderator limit the speaking time of each panelist from five to seven minutes?

5. Did the moderator repeat questions from the audience and limit panelist's responses to two minutes?

6. In closing, did the moderator thank the panelists and the audience?

7. As evaluator, call for a discussion of the points and suggestions for improvement.

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Assignment #4:
MAKE IT MAKE-BELIEVE (ROLE-PLAYING)

Objectives

- Understand what role-playing is and how to use it effectively in group communication.
- Select a problem involving human relations in which you may use the role-playing method to illustrate and explore the problem.
- Create a plot and characters relevant to the discussion problem and select a cast from among the group members.
- Direct the role-play enactment, relate it to the discussion problem, and lead the group in arriving at a solution.
- GROUP SIZE: One group leader and participants selected in advance from among the club members.
- MATERIALS: Flip Chart, grease pencil.
- TIME : 20 to 30 minutes

Note to the Evaluator

The purpose of this project was for the group leader to monitor a problem solving discussion using a role-play situation to illustrate and explore a problem in human relations. The enactment should relate directly to the problem and not be merely a device. The group leader should coordinate the group discussion to arrive at a solution within 20-30 minutes. In addition to your oral evaluation, please write answers to the questions below.

Evaluation Guide

1. How did the role-play enactment relate directly to the discussion problem?
2. How did the group leader effectively direct the role-play to illustrate and explore the problem?
3. How did the leader guide the group in an analysis of the scene as to its effectiveness, realism, significance to the problem, and how it might be replayed?
4. What did the leader do to encourage the players to discuss their own reactions to the situation?
5. How did the leader coordinate the discussion in arriving at a solution to the problem?
6. As evaluator, call for a discussion of the points and suggestions for improvement.

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THE DISCUSSION LEADER

Assignment #5:
THE WORKSHOP LEADER

Objectives

- Building group unity, guide the workshop participants in an investigative discussion of the problem.
- Follow a problem solving pattern to arrive at a solution.
- Bring the group to an agreement before the discussion ends.
- GROUP SIZE: One discussion leader and club members.
- MATERIALS: Flip chart, grease pencil.
- TIME : 30 to 40 minutes

Note to the Evaluator

The purpose of this project was for the workshop leader to guide the participants in an investigative discussion of a problem using an open discussion method, any method from preceding projects in this manual, or combinations of such methods. The leader should bring the group to an agreement within 30-40 minutes. In addition to your oral evaluation, please write answers to the questions below.

Evaluation Guide

1. Did the workshop leader open the discussion with a statement explaining the problem? Give example.
2. Did the leader provide statements of transition and clarify information? Give examples.
3. Did the leader promote group unity by encouraging each member to express his or her ideas? Give examples.
4. Did the leader ask questions to guide the discussion so that members freely exchanged facts and opinions with each other? Give examples.
5. Did the leader follow problem solving patterns using at least two techniques? Give example. (Buzz session, panel, round robin, role-play.)
6. Did the leader bring the group to an agreement by consensus, compromise, or majority vote? State which one.