

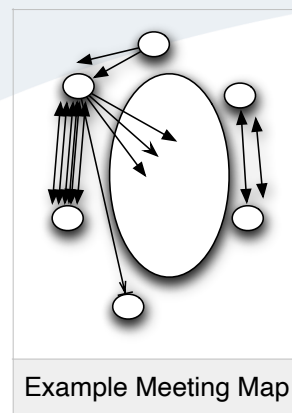
Directions:

1. Take a few moments to just observe, observe, listen, listen to your group. Get an overall sense of:
 - A. Interactions – who speaks to whom or to the whole
 - B. Non-verbal behavior indicating engagement or not
 - C. Roles – emerging roles that you recognize
2. Then use the following observation tools to chart distinct aspects of this group's functioning.
3. After you have observed the whole meeting experience and charted your observations, take a few moments to jot down highlights (can be in bulleted format) that include:
 - A. Climate—general physical (room, lighting, noise, the layout of the room, etc) and emotional tone (formal, informal, cooperative, collaborative, antagonistic.)
 - B. Involvement – who was there, why, level of engagement, etc.
 - C. Interaction – who talked with who, rhythm/flow, power with/power over, generative conversation.
 - D. Cohesion – the level of group cohesion and solidarity, advocacy vs. inquiry, personal agendas, teamwork.
 - E. Events/Key Occurrences - What significantly affected the group's proceedings or developments?
 - F. Productivity – goal/objective clarity, amount completed toward meeting goals, distractions/blockages.

Create a Visual Participation Map

Do the same people seem to be speaking at your meeting? The process below will create a visual meeting map of communication streams.

1. Get to the Meeting Early
2. Draw the table or room set up below or on a blank sheet of paper. This will be your meeting map.
3. When people arrive label where they are seated.
4. During the meeting
 - A. Draw a line with an arrow from an individual who makes a statement to the person they made the statement to.
 - B. If a statement is made to the whole group draw an arrow into the middle of the table or area.
 - C. Use a line with arrows at both ends to show that the statement made by one person to another was responded to by that individual.
5. Don't worry if the map is messy or if there are lines on top of lines. Your goal is to create a "heat map" of the conversation flow not to be 100% accurate.



Participation Map - Non-Verbal Observation

Do you have assumptions about what participants are thinking due to non-verbal behaviors?

Observe and note the nonverbal behaviors you can identify below. When discussing behaviors the trick is to express how they affect you and not assign meaning. For instance, “When people fold your arms it makes me feel like they are defensive. Did this make you defensive or was it something else?” Allow participants to assign meaning.

Tally in the columns each time that behavior occurs—you can use the “tick” system of counting. An example of a completed participation map can <http://altconsulting.us/meeting-maps/>

Participant	Jane	John	Chris	Lydia	Teron	Kyle	Kyra	
Leans forward to the table								
Leans away from the table								
Eyes attentive to the group								
Arms folded, body “closed”								
Doodling, eyes wandering, apparently daydreaming, out of touch								
Makes side comments to neighbors								
Checks Phone or Computer								
Other:								
Other:								

Participation Map - Effective Group Task Functions

Are you not accomplishing the tasks set out in the agenda?

Task functions are behaviors required to effectively explore and accomplish a group task. Whenever any of the behaviors described below occur in the group, who produced that behavior. Definitions of the below terms can be found at <http://altconsulting.us/meeting-maps/>

Participant								
Defines Problem Or Issue								
Information Or Opinion Seeking								
Information Or Opinion Giving								
Clarifying Or Elaborating								
Summarizing								
Feasibility / Consensus Testing								
Recording / Organizing								
Other:								
Other:								
Other:								
Other:								
Other:								

Participation Map - Group Building & Maintenance Functions

Do you feel like your group is not working as a team?

Group-building and maintenance behavior are required for building and maintaining the group as a working unit.

Whenever any of the behaviors described below occur in the group, record the person who produced that behavior. Definitions of the below terms can be found at <http://altconsulting.us/meeting-maps/>

Participant								
Orienting / Facilitating								
Expressing Group Feelings								
Harmonizing								
Encouraging								
Following / Compromising								
Setting Standards								
Other:								
Other:								
Other:								
Other:								
Other:								
Other:								