

Individual Group Participation Questionnaire

Skills that are present in people who function effectively in group meetings are represented in this list of 10 questions. To determine which group meeting participation skills you use, and to what degree, read each question and insert the number on the scale that most closely reflects your typical behaviour when you are meeting with professional colleagues in a group. Your responses to these questions will give you a rough profile of how you contribute to and participate in a group.

1. Very rarely 2. Rarely 3. Sometimes 4. Frequently 5. Very frequently

1. Do you try to listen carefully when others are speaking?
2. Do you ask people to explain their ideas more fully?
3. Do you encourage other people to contribute to the discussion?
4. Do you review the progress that has been made by summarizing what others have contributed?
5. Do you acknowledge the contributions other people make?
6. Do you take notes or encourage others to document progress?
7. Do you consciously limit your own “air time”?
8. When complex situations arise, do you suggest using a flip chart?
9. Do you ask questions to clarify ideas or points that have been made?
10. If people “get off topic”, do you suggest putting their ideas in the “parking lot” to keep on track?

Reflecting on the Group Participation Questionnaire

To score the above questionnaire, place the number that you recorded in the appropriate spaces under each category:

Personal Participation: Add the odd number scores: 1___, 3___, 5___, 7___ 9___ = ___

Group Facilitation: Add the even number scores: 2___, 4___, 6___, 8___ 10___ = ___

A score of 19 or higher on the above two sub-scores indicates that you are contributing quite effectively in group meetings. A score below 16 indicates that you might wish to consider using some of the ideas on effective meeting participation that are available on this website. Note also the difference between your two sub-scores. Again, this information might prompt you to consider how to enhance or modify your responses in meetings.