

Scoring Process: Meeting Participation Questionnaire

Add the scores for the following items under each sub-section and insert them in the appropriate space. Add the four section sub-scores to obtain the total score.

Meeting Procedures Sub-score - Add the following scores:

1. ___ People respect the agenda and try to follow it
 5. ___ People arrive on time for the meeting
 9. ___ People respect the role and rulings of the Chairperson
 13. ___ Meeting participation guidelines are respected
 17. ___ Participants listen carefully when others are speaking
- ___ Meeting Procedures Sub-score

A score of 16 or more on this section indicates people are following the basic meeting procedures underlying positive and productive meetings. A score of 10-15 indicates that the group might benefit from a review of the information on participating effectively in meetings in this handbook and perhaps time should be spent developing a set of group guidelines for participation in meetings. A score below 9 suggests considerable time should be spent building the capacity to plan, chair and participate in meetings more effectively.

Meeting Facilitation Sub-score - Add the following scores:

2. ___ Participants ask questions to clarify ideas or points that have been made
6. ___ Participants consciously limit their own "air time".
10. ___ If people "get off topic", participants suggest putting their ideas in the "parking lot" to keep the meeting on track.
14. ___ When complex topics are under discussion, participants suggest using a flip chart
18. ___ Participants summarize the contributions others have made

A score of 16 or more on this section indicates that individuals using a variety of strategies to facilitate participation during meetings; however, a score between 10-15 suggests that some individuals are probably not encouraging others to contribute or are using unproductive facilitation strategies. A score below 9 indicates that time should be spent discussing the nature of effective meetings and reflecting on the guidelines suggested for making them more effective and efficient.

Individual Contribution Score – Add the following scores:

- 3. ___ A variety of people contribute to the discussion
- 7. ___ People do not have “sidebar” conversations, either digitally or in person
- 11. ___ People use appropriate body language and facial expressions
- 15. ___ One or two people do not dominate the discussion
- 19. ___ Bullying is not accepted by the group

A score of 16 or more indicates that participants are contributing to the meeting in an effective and respectful manner. A score of 10-15 indicates that the participants would benefit from a discussion or development of guidelines designed to enhance responsible participation in meetings. A score of 9 or less indicates that the chairperson should firmly enforce such guidelines.

Group Collaboration Score:

- 4. ___ People build on the ideas of others
- 8. ___ People encourage others to speak
- 12. ___ People respect and value the contributions of other people
- 16. ___ New ideas are considered in an open-minded manner
- 20. ___ People are allowed to speak without interruption

A score of 16 or more indicates the participants are acting in a collaborative manner, which should result in more productive meetings. A score of 10-15 indicates that the participants would benefit from a discussion of the nature of group collaboration and a review of some of the behaviours that enhance it. A score of 9 or less indicates that taking the time to discuss and enhance collaboration would be especially beneficial to the group.