

Meeting Participation Questionnaire

Caution: The following questionnaire is designed to help groups of people evaluate how they contribute and respond in meetings. The decision on where and when to distribute the questionnaire is a sensitive one. A group may not be ready to actually complete the questionnaire if it is demonstrating relatively uncooperative behaviours. Experience has shown that a group must have a certain degree of maturity before it is ready to complete and discuss the results of the questions. Hence, the questionnaire might best be used by several members of the group to assess the capacity building needs of the group or team. The above caution is based on the fact that it is important for people to understand that the purpose of the Meeting Participation Questionnaire is to decide on whether capacity building opportunities are needed. With the above ideas in mind, you may wish to consider using the following questionnaire.

Meeting Participation Questionnaire

Some positive and negative contributions to meetings are included in the following descriptors of participation in meetings. Please select a situation in which you have attended a series of meetings and indicate how frequently people in those meetings exhibit the following behaviours, using the following scale:

1. Very rarely 2. Rarely 3. Sometimes 4. Quite frequently 5. Very frequently
1. ___ Participants respect the agenda and try to follow it
2. ___ Participants feel free to share their ideas
3. ___ Participants build on the ideas of others
4. ___ Participants arrive on time for the meeting
5. ___ Participants do not have “sidebar” conversations, either digitally or in person
6. ___ Participants encourage others to speak
7. ___ Participants respect the role and rulings of the Chairperson
8. ___ Participants use appropriate body language and facial expressions
9. ___ Participants respect and value the contributions of other people
10. ___ Meeting participation guidelines are respected
11. ___ One or two people do not dominate the discussion
12. ___ New ideas are considered in an open-minded manner
13. ___ Conflict is handled in an open and constructive manner
14. ___ Bullying is not accepted by the group
15. ___ Participants are allowed to speak without interruption

Meeting Participation Questionnaire

Scoring Process for the

Meeting Participation Questionnaire

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

Meeting Procedures Score:

Add 1 __, 4 __, 7 __, 10 __, and 13 __ = __

A score of 20 or more indicates that people are following meeting procedures quite well. A score of 15 to 19 on this section indicates people are following the basic meeting procedures relatively effectively. A score below 14 suggests that the group might benefit from a review of the information on meetings in this website and perhaps time should be spent developing a set of group guidelines for participation in meetings.

Individual Meeting Participation Score:

Add 2 __, 5 __, 8 __, 11 __, and 14 __ = __

A score of 20 or more on this section indicates that most individuals are participating in meetings in an appropriate manner. A score of 15 -19 indicates that most people are contributing relatively well to the meetings; however, a score below 14 suggests that some individuals are probably contributing to the meeting in a relatively unproductive manner. Taking the time to discuss the value of positive meeting participation behaviours can be of help to those attending such meetings. It might also be helpful to spend discussing the nature of effective meetings and reflecting on the guidelines that have been suggested for making them more effective and efficient.

Group Collaboration Score:

Add 3 __, 6 __, 9 __, 12 __, and 15 __ = __

A score of 20 or more indicates the participants are acting in a collaborative manner, which should result in quite productive meetings. A score of 15-19 indicates that some people are contributing to meetings in a relatively collaborative manner. However, a score below 14 suggests 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.

Meeting Procedures Sub-score = __ Individual Meeting Participation Sub-score = __
Group Collaboration Sub-score __ = __ **Overall Total Score**