

Group Discussion



What is Group Discussion?

- The communication between members of a specific group on a topic of common interest or concern
- Usually they are formal discussions on a predetermined topic

Why are GD Held?

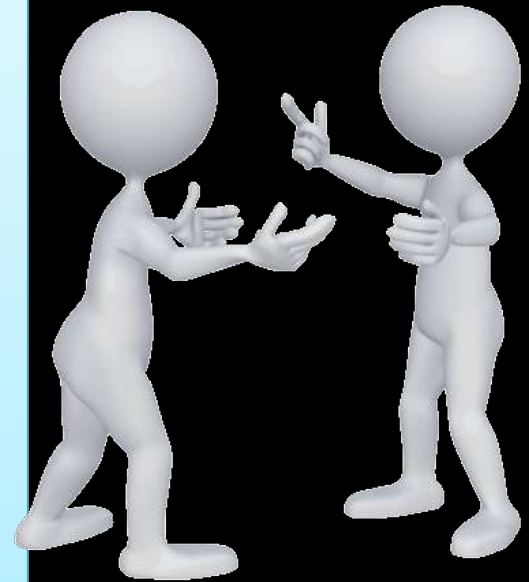
- To gain better understanding of a concept
- To explore ideas and exchange information
- To critique proposals or new ideas
- To brainstorm and explore new possibilities
- To look for best solution for a problem
- To prepare new policies

What skills are required for effective participation in group discussions?



1. Good Communication Skills

- Think clearly and logically
- Express your ideas and thoughts coherently
- Speak accurately and appropriately
- Listen to others and respond appropriately
- Express agreements, disagreements and reservations without hurting the feelings of others
- Help others see a problem or situation from multiple perspectives



2. Interpersonal Skills

- Remain focused on the objective of the discussion and not digress
- Accept criticism of your ideas with a smile and not consider it an attack on you
- Disagree with someone else's idea and still be pleasant
- Find positive aspects in ideas put forth by someone with whom you disagree on many issues
- Every member of the group are equal partners- remember that
- Ensure that every member gets equal opportunity to speak



3. Leadership Skills

- To lead the team
- To inspire the team
- To give the discussion a sense of direction
- To initiate a discussion
- To encourage passive members to express their views
- To help the team arrive at a conclusion
- To summarize the discussion



4. Problem solving skills

- To think creatively
- To think out of the Box
- To think for innovative solutions to problems
- To analyze the different dimensions of a problem



The positive attitudes You need for GD

- **Few heads** can solve issues quickly
- **Respect** other's knowledge and skills
- If some one disagrees – he is **not your enemy**
- Respect the **ego** of others- every has got ego just like you
- Don't **insult** others- you don't like yourself to be insulted
- Refuse to be **provoked**- getting provoked is a weakness
- When your ideas are **rejected** – be **cool**- accept it
- Be prepared to make **modifications** to your ideas
- Wear a **smile** on your face when you speak

Types of Group Discussion

1. Topic Based- a topic is given
2. Case Based- A case/ information about a situation is given



Roles and Functions in Group Discussion



A) Task Building Roles

- 1) Initiating
- 2) Inviting views, ideas, opinions and facts
- 3) Explaining, elaborating, and exemplifying
- 4) Clarifying, Synthesizing
- 5) Challenging
- 6) Summarizing

B) Group Building and maintenance Roles

- 1) Encouraging others
- 2) Complimenting others
- 3) Being Supportive
- 4) Mediating



Discussion Etiquette



Dos

- Listen to other speakers
- Agree with and acknowledge what you find agreeable with others
- Disagree politely with ideas, not with the person
- Offer chances to silent speakers
- Expect others to disagree with all your views
- Keep the discussion focused on the main topic
- Make yourself audible to others
- Give right signals to indicate your response to the discussion

Don'ts

- When someone is speaking don't disturb by talking to others
- Don't use strong expressions like "stupid:", "that is totally irrelevant", etc
- Don't try to dominate the discussion
- Don't sound rude or aggressive
- Don't interrupt a speaker unless it's very essential