



Photo: Madeleine Prutzer.

# Listing thoughts on a board

**Used when you want to compile thoughts and ideas within a group. This is done by listening to one another and making notes on a flipchart or whiteboard so that everyone can see. This can be used to compile different involvements, ideas, problems or knowledge, depending on what issue you are working on.**

**This working method can be used in many contexts; during meetings, for producing action plans or forming workgroups, or for evaluating and improving projects.**

## Time

30 minutes to 2 hours, depending on the number of participants.

## Number of participants

4 to 6 people is about the right group size and will give everyone the opportunity to have their say. The group can be made larger as people become more secure within the group. The small groups can be parts of a large group of up to 50 people, or even more.



### How

1. The issue that you will be considering is important. It needs to be clear, and it needs to seem relevant. It may look at what the group will be working with, or what involvements, problems or opportunities are available. If the group is larger, divide yourselves into small groups of 4 to 6 people. Decide when you will reconvene. Position yourselves so that the groups do not disturb one another.
2. One person needs to act as the secretary, and one person needs to make sure that everyone has the opportunity to speak and is given time within the small group. If you like, you can rotate the job of secretary within the group. The person holding onto the pen has more power.
3. The approach here should involve not arguing and discussing, but listening and asking so that the person speaking can expand upon and clarify what they are saying. This is important in order to bring in as many thoughts as possible.
4. Everything is noted down on a flipchart sheet. It is important for everyone to see what is being noted down and for the person speaking to feel that what is being written corresponds to what he or she is saying.
5. Finally, the small groups tell the large group what they have arrived at. The easiest way to go about this is to use the flipchart sheet on which you wrote your notes.
6. By all means end with a Reflection on how work has gone (tool no. A10).
7. The results should be documented, and the easiest way to do this is by taking photos and/or by writing it out so that the results can be sent to all participants and to people who were unable to attend, and they can be shown to new members. These results provide a foundation for work going forward, and it is handy to be able to go back to them.

### What is needed?

- A process leader is a plus, but the process can be led by someone in the group.
- Flipchart/whiteboard and marker pens
- Tape
- A camera for documenting the information

### Things to bear in mind

- Everyone's thoughts are valuable, and it is important to give everyone the same opportunity to speak. In the small groups, you can nominate one person to make sure that everyone is given about the same amount of time and that you do not end up bogged down in arguments.