

GROUP DISCUSSION TEMPLATE

TOPIC: _____

DATE: _____

GROUP: _____

MEMBERS: _____

1 DISCUSSION FOCUS

What are we discussing?

2 OUR GOALS

What do we want to achieve?

- _____
- _____
- _____

3 DISCUSSION ROLES



FACILITATOR

Keeps us on track.



SPOKESPERSON

Shares our ideas.



LISTENER

Listens actively.



RECORDER

Notes key ideas.



TIMEKEEPER

Manages our time.

Other roles (if needed): _____

4 OUR IDEAS

Share ideas, ask questions and build on each other's thoughts.

IDEAS & POINTS

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

QUESTIONS

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

5 DECISIONS & AGREEMENTS

What did we decide or agree on?

- _____
- _____
- _____

6 NEXT STEPS

What will we do next and who will do it?

- _____ By: _____
- _____ By: _____
- _____ By: _____

★ REFLECTION What went well? What could we improve next time?
