

# Activity 1.7 Taking Inventory of Collaborative Discussion Skills

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## Description

This activity introduces key collaborative discussion skills and invites participants to reflect upon their own skill development. Participants have the option of working in small groups to support one another in skill development. The survey can also help facilitators support individual or group needs.

## Learning Goals

- Develop awareness of collaborative discussion skills.
- Self-evaluate collaborative discussion skills.

## Instructions (50 minutes)

<p><b>Set Up</b></p>	<p><b>Prepare for the Activity</b></p> <p>Invite participants to evaluate their collaboration discussion skills using the <a href="#">Taking Inventory of Collaborative Discussion Skills Questionnaire</a>.</p> <p><b>Facilitator Tip:</b> Sign in to a Google account to make a copy of the above <a href="#">google form</a> (click Make a Copy). Once you have a copy of the form, you can modify it to fit your needs. Responses will be sent directly (and only) to you. If possible, have participants complete the survey prior to the group gathering or beginning of a certificate program.</p>	
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<sup>1</sup> **Citation for this activity:** Shannon Wheatley Hartman and Jack Byrd (2023). Taking Inventory of Collaborative Discussion Skills. In Hartman and Byrd (Eds), The Interactivity Foundation Collaborative Discussion Toolkit. Retrieved from <https://www.collaborativediscussionproject.com/activities/module-1>

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<p><b>Step One</b></p>	<p><b>Share Group Assessment of Collaborative Discussion Skills</b></p> <p>If participants completed the survey in advance, share the group's assessment of their skills (do not share individual results). Share the major areas of strengths and areas for growth. Share this visually on the board or screen so that they can use it as a reference point for later. Then, move to Step Three.</p> <p>If participants did not complete the digital survey in advance, then distribute hard copies of the <a href="#">Taking Inventory of Collaborative Discussion Skills Worksheet</a>. Follow the directions. Participants will be asked to assess their skills. Describe each category:</p> <ul style="list-style-type: none"> <li>• F – Fulfillment: You are completely satisfied with your abilities.</li> <li>• C – Comfort: You feel confident in your abilities but wouldn't mind working on refinement.</li> <li>• D – Developing: You recognize this is an area of growth and welcome the opportunity to improve.</li> <li>• L – Lacking: You recognize a deficiency, but you are not yet comfortable developing this skill and/or do not believe it to be valuable at this time.</li> </ul>	<p><b>10 min</b></p>
<p><b>Step Two</b></p>	<p><b>Develop a Composite View of Assessments</b></p> <p>In small groups (3-4 ppl), ask participants to review their worksheets together to get a sense of where the group feels like it has strengths (Fs and Cs) and where there is room for growth (Ds and Ls).</p>	<p><b>10 min</b></p>
<p><b>Step Three</b></p>	<p><b>Identify Areas for Growth and Support</b></p> <p>In small groups (3-4 ppl), invite individuals to identify 3-4 skills that they would like to improve. Explore how the group might help support growth in the respective growth areas. Save these support statements using the <a href="#">Collaborative Discussion Skills Growth Commitment Worksheet</a>.</p>	<p><b>20 min</b></p>
<p><b>Step Four</b></p>	<p><b>Debrief as a Full Group</b></p> <p>Possible prompts:</p> <ul style="list-style-type: none"> <li>• As a group, which collaborative discussion skills do we seem to be the most comfortable expressing?</li> <li>• As a group, where do we see the most room for growth? Why do you think this is?</li> <li>• During our time together, how might we refer to our commitment worksheets?</li> </ul>	<p><b>10 min</b></p>

## Reflection Journal

- Which collaborative discussion skills stood out to you? Why did these stand out? Why are these sticking with you?
- How comfortable were you sharing your needs with others? How does it feel to involve others in your skill development?

## Practice Journal

This week, think about how you might start or continue to develop the collaborative discussion skills you identified through these activities. Write a game plan that includes small activities or actions that you can take to help you develop these skills.

## Dive Deeper: Additional Resources

- Van Bavel, Jay J., and Dominic J. Packer. *The Power of Us: Harnessing Our Shared Identities to Improve Performance, Increase Cooperation, and Promote Social Harmony*. First edition. New York, Little, Brown Spark, 2021.

## Activity Cluster

1.7 Taking Inventory of Collaborative Discussion Skills

[1.8 Evaluating Your Discussion Style](#)