



ROHINI

COLLEGE OF ENGINEERING & TECHNOLOGY

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(AUTONOMOUS)

Group Discussion for Solving and Decision- Making Tasks



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1. Preparation Phase
2. Problem Definition & Clarification
3. Brainstorming Solutions
4. Evaluating Options
5. Decision-Making Process
6. Implementation Plan
7. Feedback and Reflection

Preparation Phase:

Objective:

What is the specific problem that needs to be solved or decision that needs to be made?

Roles:

Who is leading the discussion, and what is expected of each participant (e.g., to present data, share opinions, facilitate the conversation)?

Timeline: How much time is allocated for the discussion? Setting a clear timeframe helps keep the discussion focused.

Problem Definition & Clarification:

- ✓ Present the Problem: The facilitator or leader should briefly outline the issue.
- ✓ Clarify the Scope: Make sure all participants understand the context, limitations, and objectives. This avoids misunderstandings or misinterpretations later on.

Brainstorming Solutions or Options:

- Encourage Open Communication: Everyone should feel comfortable suggesting ideas, no matter how unconventional they may seem.
- Build on Ideas: Participants can build on each other's suggestions. One idea might trigger another, leading to more creative solutions.
- Record Ideas: Keep track of all the ideas presented. A whiteboard or a shared digital document can help keep everything visible to all participants.
- Brainstorming

Evaluating Options

- Pros and Cons: Discuss the advantages and disadvantages of each option.
- Impact Assessment: Consider the potential impact of each solution on various stakeholders. This helps gauge how each option will affect the people involved.
- Risk vs. Benefit: Is the risk of each solution acceptable? What benefits will each option bring?

Decision-Making Process

- Voting: If there's a clear preference among options, the group can vote on which one to pursue.
- Consensus: If the group is looking for consensus, aim for a solution that everyone can support, even if it's not the ideal one for every individual.
- Decision Criteria: Sometimes, it's useful to prioritize certain criteria (e.g., cost, speed, impact) that will guide the decision-making process.
- Decision-Making

Implementation Plan

- Assign Responsibilities: Decide who will take responsibility for executing different aspects of the solution or decision.
- Set Deadlines: Make sure everyone knows what is expected of them and by when.
- Follow-Up: Plan for follow-up meetings or check-ins to assess progress.
- Implementation

Feedback and Reflection

- ✓ Evaluate Success: Did the solution work? Did the decision achieve the desired outcome?
- ✓ Learn from the Process: What can be improved in the future? Were there any issues in how the discussion or decision-making process went?



Thank you