



# YOUR DISCUSSIONS HAVE HAPPENED - NOW WHAT?!

*We'll be working in two ways to summarize the discussion feedback:*

## ***'Present ideas'***

- Predetermined list of “main ideas” from Facilitator Report Back summary
- Provide direction of what to look for from the feedback

## ***'Emerging ideas'***

- Recurring ideas or issues that are present in the feedback that haven't yet been captured
- These may be ideas or concepts that you had not thought about

# YOUR DISCUSSIONS HAVE HAPPENED - NOW WHAT?!

## *1) Get to know your data*

- Read your data once through
- You may start to see comments that are similar or the same as each other
- These similar comments will add to existing or become new “main ideas”

# YOUR DISCUSSIONS HAVE HAPPENED - NOW WHAT?!

## 2) *Focus on the “main ideas”*

- Can start with the “Facilitator Report Back” summary provided during your public meeting
- Read through the feedback and add to existing “main ideas” or maybe new “main ideas” will emerge
- Each piece of feedback should be captured under an existing or new “main idea”
- If the topic has already been captured, there’s no need to list it again



# YOUR DISCUSSIONS HAVE HAPPENED - NOW WHAT?!

## *3) Identify patterns and connections within and between “main ideas”*

### **Sub-Themes: within category description**

- Summarize the information pertaining to a theme or capture the similarities or differences in people’s responses within a category

### **Collapsing themes to create larger categories**

- Combine two or more categories that are similar

# YOUR DISCUSSIONS HAVE HAPPENED - NOW WHAT?!

## *4) Interpretation – Bringing it all together*

*What does it all mean? What is really important?*

- Summarize the topics or ideas under each “main idea”
- Develop a list of important findings that may impact your recommendation
- Share your findings with others to see if any other ideas should be considered or if something important has been missed



# ***SOME THINGS TO CONSIDER:***

- Pulling together main ideas from group discussions bring order and understanding to what has been said
- It's helpful to have a process or systematic approach when summarizing the “main ideas” or themes from group discussions
- There is no single or best way. Your team will learn along the way



# ***SOME THINGS TO CONSIDER CONTINUED....***

## ***Avoid Generalizing***

- Be specific when identifying a “main idea” or sub-topic
- Remember we are trying to understand another person’s perspective

## ***Avoid Inferences***

- Be objective in capturing the main concept
- Capture only what was said in the feedback, not why we think the comment was said

## ***Be open to new ideas***

- Look for all ideas present, not just the ones that you agree with or support your own thoughts





# ***LET'S PRACTICE***

## ***Trying out some theming:***

- Read feedback from Question 1 and find a place for the comment or idea
- Will this idea be placed under an existing “main idea” or a new “main idea”
- Do you want to create a “Questions” category to capture all questions that were asked?

# ***A GOOD PLACE TO START – DECIDE ON A PROCESS FOR YOUR GROUP***

## ***SOME POSSIBLE OPTIONS:***

### ***1) Small group / question specific***

**Each small group summarizes one question**

- Pro – discussions will be focussed
- Cons – may miss out on larger context of the data
- Cons – may encounter ideas that aren't related to your question and will need to be included in the “main ideas” from the other questions
- Cons – each small group may identify the same “new theme” (ideas may overlap)

# ***A GOOD PLACE TO START – DECIDE ON A PROCESS FOR YOUR GROUP***

## ***SOME POSSIBLE OPTIONS:***

### ***2) Small group / “main ideas” specific***

Small groups work on specific “main ideas” and read through data to capture all related feedback

- Pros – will thoroughly capture all feedback related to each main idea
- Cons – may miss out new or emerging themes
- Cons – time consuming method
- Suggestion – if this method is chosen, include a process where new themes will be captured (i.e. assign one person/group to identify new themes)

# ***A GOOD PLACE TO START – DECIDE ON A PROCESS FOR YOUR GROUP***

## **SOME POSSIBLE OPTIONS:**

### ***3) Large group***

The large group works together through the process using either the “question specific” or “topic specific” approach

- Pros – entire group will be aware of all “main ideas” and reasons behind identified themes
- Cons – theming discussions with large groups may take longer as it takes time to convey meaning , create understanding and come to a general consensus

**ANY QUESTIONS?**



**THANK YOU FOR YOUR TIME**