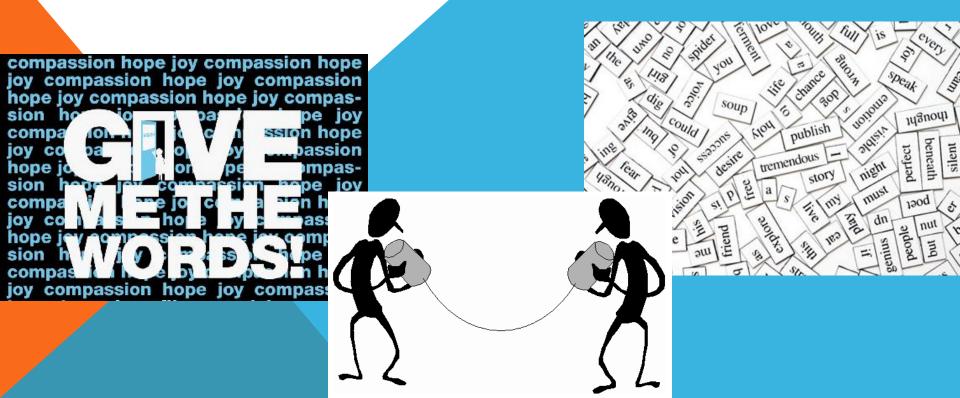
PULLING TOGETHER IDEAS FROM GROUP DISCUSSIONS



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

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"

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



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

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