

## **Design a Discussion Quicksheet**

### **Description**

The Design a Discussion Quicksheet is a step-by-step job aid used to design a discussion. A discussion is an exchange of ideas on a topic of mutual concern. It's a presentation method that is usually facilitated by a leader, but it can be leaderless. It can be totally unstructured and spontaneous, or it can be highly structured. A discussion can be used to increase learner involvement and it's an ideal method for allowing learners to share their experience.

### **How can you use it?**

- As a step-by-step guide or memory aid when designing a discussion.
- To quickly review/validate an instructional designer's design work.
- As an instructional design deliverable.

### **Tip**

While the discussion is a valuable, interactive presentation method, it can slow the pace of a course if it's overused. Strive for a variety of methods when designing a course.

### **Note**

**The Advanced Instructional Design workshop contains both Quicksheets and detailed design Worksheets for designing discussions, lecturettes, technical demonstrations, behavior modeling demonstrations, practice exercises, simulations, role plays, case studies, peer reviews, and games.**

## Design a Discussion Quicksheet

Steps	✓				
1. Identify why you are designing a discussion.	<input type="checkbox"/>				
2. Determine the content for the discussion.	<input type="checkbox"/>				
3. Choose a discussion variation: <input type="checkbox"/> Neighbor Discussion <input type="checkbox"/> Large Group Discussion <input type="checkbox"/> Peer Tutoring <input type="checkbox"/> Brainstorming <input type="checkbox"/> Buzz Group	<input type="checkbox"/>				
4. Design the introduction.	<input type="checkbox"/>				
5. Determine the structure: <input type="checkbox"/> <b>Questions:</b> <input type="checkbox"/> Oral                      or <input type="checkbox"/> Written <input type="checkbox"/> <b>Statements:</b> <input type="checkbox"/> Oral                      or <input type="checkbox"/> Written <input type="checkbox"/> <b>Scenarios:</b> <input type="checkbox"/> Oral                      or <input type="checkbox"/> Written	<input type="checkbox"/>				
6. Allocate time: <ul style="list-style-type: none"> <li>• Introduction:</li> <li>• Discussion:</li> <li>• Check for Understanding:</li> <li>• <b>Total:</b></li> </ul> <div style="float: right; border: 1px solid black; width: 150px; height: 100px; margin-left: 20px;"> <table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> </table> </div>					<input type="checkbox"/>
7. Prepare supporting materials: <ul style="list-style-type: none"> <li>• For Participants:                      <input type="checkbox"/> Written Instructions  <span style="margin-left: 100px;"><input type="checkbox"/> Handouts</span></li> <li>• For Instructor:                      <input type="checkbox"/> Instructions  <span style="margin-left: 100px;"><input type="checkbox"/> Expected Answers/Responses (if appropriate)</span></li> <li>• Other Materials:                      <input type="checkbox"/> Video  <span style="margin-left: 100px;"><input type="checkbox"/> Slides</span>  <span style="margin-left: 100px;"><input type="checkbox"/> Flipcharts</span></li> </ul>	<input type="checkbox"/>				
8. Design the check for understanding.	<input type="checkbox"/>				
9. Summarize key points and identify link to next activity.	<input type="checkbox"/>				

## **Discussion Variations**

### **Neighbor Discussion**

This is a quick method to increase learner comfort and to create participation and activity. The learners are asked to speak to the person beside them for a few minutes to discuss an issue, answer a question, or generate questions to ask. A neighbor discussion may precede a large group discussion.

### **Large Group Discussion**

This variation is an exchange of ideas among the whole group. It may be designed into the lesson, in which case it is typically structured and moderated by the instructor. It may also arise spontaneously as a result of participant concerns.

### **Peer Tutoring**

In this variation, participants help each other to learn under the guidance of a group leader. It is also used to give advanced participants an opportunity to help their less advanced peers.

### **Buzz Session**

A large group is divided into smaller groups for a quick discussion. All groups meet simultaneously for five to ten minutes to react to a topic, generate ideas or questions, discuss an issue, or arrive at a solution or plan.

### **Brainstorming**

This is a freewheeling technique to generate ideas. **Phase one** requires a creative, spontaneous flow of suggestions without any judgment or evaluation of the suggestions. **Phase two** involves more careful analysis to explore the ideas and evaluate their usefulness.