

# PARTICIPATION BALANCERS

## Round Robin

Sometimes referred to as a Listening Round, it is a simple tool whereby a meeting leader asks each person in turn to share input, give an idea or opinion, express their commitment or respond to a question. As you might guess, this is a way of balancing participation between more vocal participants who may tend to monopolize and quieter participants who may tend to hold back. It also ensures that silence is not mistaken for agreement or apathy, and everyone is on board and accountable for agreements made.

The meeting leader facilitates by:

1. Giving each person a turn to speak uninterrupted.
2. Use reflective listening, if appropriate, to ensure understanding.
3. Invite listeners to ask clarifying questions.
4. Thank the contributor.
5. Move to the next person in order.



## Lightning Round

A simple, and effective tool for getting information from everyone in a short amount of time is a lightning round. Similar to Round Robin, but creates a high sense of urgency and momentum by virtually eliminating the temptation to hold the floor unnecessarily. It works especially well for “stand up” or other update meetings, beginning of meeting check ins, introductions, pulse checks, etc.

### BEST PRACTICES:

- ✓ Create a sense of urgency
- ✓ Say “no explanations needed”
- ✓ Give a time expectation, like 30 seconds
- ✓ Give a very specific parameter like “top 3 priorities this week”

Optional – use a “toss-able” item to create lightness, momentum and mitigate awkward transitions.

