

Team Exercise

Nominal Group Technique

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Prepare the NGT

1. Ready the room for your group:
 - Post It Notes
 - A flipchart or whiteboard to place Post It Notes
 - Two markers (black and red)
2. Write your **NGT question** at the top of the flipchart. SAMPLE:
 - *How can we increase MOUD referrals to CB Treatment Provider?*

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Lead the NGT - 5 steps with time limits*

1. Silent Idea Generation (3 min)

- Each team member silently records one idea per Post It note until they run out of ideas.
- No talking

2. Recording of Ideas (5 min)

- Go around the table asking one person to read one Post It note, then the next person, continue until all ideas are shared.
- Change Leader places each Post It note on the flipchart after it is read.
- Refrain from discussing each idea – read only.



3. Idea discussion (4 min)

- Group can ask questions of each other to clarify the meaning of each idea.
- Do not say things like “that will not work” or “we’ve tried that already.”

4. Voting (2 min)

- Each group member gets to cast **3 votes**.
- Using a marker, each person places a check mark by the **three ideas** they would like to test.

5. Reaching Consensus (2 min)

- Total the votes. Which ideas rose to the top?
- The idea with the most votes will be tested first. (PDSA cycle #1)
- In the case of a tie vote, have team members cast one vote each to determine a winner.
- Save all ideas for future reference and additional PDSA cycles.

*You can adjust the allotted time for each step as needed.