

Doing Rounds

What you need upfront	A list of names with all participants.	
When to use it	In smaller groups up to 10 people.	If the group is way bigger, you can include one or two rounds, however I would also use other methods to get people to talk, so it's not too time consuming and thus getting boring ;-)

In a round, every participant of the workshop (that is you as team lead + all the team members) are asked to speak up.

It is a good way to steer a meeting because this is how

- a) You make sure participation works
- b) You really involve everyone + make every voice be heard. Of course, if someone has nothing to say, that's ok – however at least they have been asked!
- c) You avoid speaking into a "black hole" with no answers to the questions you ask
- d) You help the team to practice to actually listen to one another, without having the same dynamics of who is talking and who is usually just drifting along or away in your workshop. This already makes a huge difference for many teams, because they are not used to it!
- e) You can get answers, inspiration, a feedback, a sense of what is going on. I recommend starting some of the rounds – e.g., the ones to get started – with you as team lead speaking first, however, make sure that in most rounds you are the last person to talk (or at least one of the last people to talk), so you are not already directing people's mind to a certain direction (unless you want to 😊)

How to do it:

- 1) First address the participant you would like to speak by name. Like this they know right away that now they should better listen ;-)
- 2) Then ask the respective question. The point here is to help everyone in being able to answer. There is nothing good in having someone losing their face, as the Chinese say, by showing off that the person did not listen and now does not know what to say. Be kind and supportive as a leader!
- 3) Use your list of names you already have at hand, to keep track on who already spoke, and who didn't. Mix it up! Do not always follow the same order of calling people's names, it'll get foreseeable, also in their replies then.