

Nominal Group Technique (NGT)/Light Voting

Definition

A structured group process used to help teams make decisions without falling into voting or other decision-making modes that can divide the team.

Utility

It gives everyone on the team an equal voice in the decision and reduces the pressure of traditional decision-making model to conform (political pressure, the loudest, the most persistent, and so on). It is used anytime a team needs to generate and choose a course of action for improvement (may be used several times during the course of the improvement process).

Construction

1. Leader writes the defined area of opportunity or problem to be addressed.
2. The group silently generates action items.
3. Ideas are stated and recorded. Ideas may also be recorded and collected silently to preserve anonymity.
4. Each item on the list is discussed to clarify understanding, not to promote or "sell" ideas.
5. Leader will establish criteria for the voting. (What factors are important to consider?)
6. Leader conducts the preliminary vote. (Facilitator determines how many votes each person will have and explains voting—assigning highest value of vote to first choice, and so on.)
 - Team members choose the items most important to them.
 - Rank order the card or items on the list.
 - Votes are recorded.
 - Results are discussed. (Note—numbers should not be tallied for ideas to get a score, rather teams should look at any idea that received many votes or top choice votes.)

Worksheet #16 *Light Voting/NGT Example*

Activity Sample

Hair Color ○ ○

Eye Color ○ ○ ○

Dresses/Pants ○ ○

Kind of Shoes ○ ○ ○ ○ ○

Walk/Drive/Bus (to get home) ○ ○ ○

Color of Shirts ○ ○

○ = Colored dots
