

**NOMINAL GROUP TECHNIQUE (NGT)**

Routinely, the NGT involves five stages:

1. Introduction and explanation: The facilitator welcomes the participants and explain to them the purpose and procedure of the meeting.
2. Silent generation of ideas: The Facilitator provides each participant with a sheet of paper with the question to be addressed and ask them to write down all ideas that come to mind when considering the question. During this period, the facilitator asks participants not to consult or discuss their ideas with others. This stage lasts approximately 10 minutes.
3. Sharing ideas: The Facilitator invites participants to share the ideas they have generated. He records each idea on a flip chart using the words spoken by the participant. The round robin process continues until all ideas have been presented. There is no debate about items at this stage and participants are encouraged to write down any new ideas that may arise from what others share. This process ensures all participants get an opportunity to make an equal contribution and provides a written record of all ideas generated by the group. This stage may take 15–30 minutes.
4. Group discussion: Participants are invited to seek verbal explanation or further details about any of the ideas that colleagues have produced that may not be clear to them. The facilitator's task is to ensure that each person is allowed to contribute and that discussion of all ideas is thorough without spending too long on a single idea. It is important to ensure that the process is as neutral as possible, avoiding judgment and criticism. The group may suggest new items for discussion and combine items into categories, but no ideas should be eliminated. This stage lasts 30–45 minutes.
5. Voting and ranking: This involves prioritizing the recorded ideas in relation to the original question. Following the voting and ranking process, immediate results in response to the question is available to participants so the meeting concludes having reached a specific outcome.