GROUP DISCUSSION

SYLLABUS

- Group Discussions
- Introduction, Group discussions as a part of the selection process.
- Guidelines for group discussion.
- Role functions in group discussion.

Group Discussion

- Definition: Group discussion is def ^{n} as form of group communication in which the participants share ideas and exchange information on a common topic.

Objective of Group Discussion

- G- Generating Ideas
- R- Reviewing policies and plans
- O - Organizing teams/ tasks
- U - Understanding perspectives
- P - Problem solving
- D -decision making
- I - Information exchange
- S -strategic planning
- C-conflict resolution
- U - unity among people
- S -studying cases
- S -Socializing people
- I - Instruction
- O - Oneness of group participants
- N - negotiation

Group Discussion

- In this form of communication, a particular number of people meet face to face and through free oral interaction, originate, share, and discuss ideas to arrive at a decision or solution to a problem.
- Group discussions are widely used in many organizations for decision making and problem solving.
- They are also used as a personality test for evaluating several candidates.
- They help to shortlist candidates for a final interview
- To select personnel for positions of responsibilities
- Select students for admission to professional courses

Group discussions as a part of the selection process.

- Group discussion conducted for selection of candidates for a job or for a admission to any professional institution are well formulated device for judging the personality of candidates, their communication skills, knowledge and their ability to work as a team.

- Group discussion has become a most integral part of any selection processes these days.

Characteristics

- Group discussion is an important aspect of recruiting process especially for management trainee and executives
- Employer look for a candidate who have the potential to shoulder responsibility and provide leadership. Here the objective of a selection GD is to mainly check your team playing skills. As a team leader, you would be working with peoples. In such settings individual approach does not work. You have to understand the view points of others while making your view points and ensure that your team as a whole reaches a solution or agreement that is both feasible and accepted by all team members.
- Most group discussions for selection purpose assess individual traits, group behavior, and leadership qualities that are needed to succeed in any profession.

Evaluating components

- During a group discussion, employer evaluate your potential for leadership and your ability to work in a team. The four components generally evaluated in a group discussion are:

- Knowledge

- Communication skills

- Group behavior

- Leadership potential

- *Knowledge* : This refers to the depth and range of knowledge as well as your analytical and organizational abilities. You should be able to grasp the situation and analyze it not at ordinary level but from the wider perspective.

- The originality of you ideas, your knowledge, and initiative, and your approach to the topic contribute to your success in group discussion.

- In group discussion the person is evaluated on the basis of what how he thinks and not on what he thinks

- *Communication Skills* :During group discussions you will be assessed in terms of
  - ➢ Active listening
  - ➢ Clarity of thought and expression
  - ➢ Apt language
  - ➢ Appropriateness of body language

- *Active listening*:- Listening is as important as speaking in GD. Unless you listen to others, you may not be able to continue the discussion in the right direction

- The selection panel may also pose questions at the end of the discussion to find out whether group members have been good listeners.

- ***Clarity of Expression***: The panel's perception of a candidate's personality and his/ her ability to influence and convince others depends greatly on using the right tone, voice, and expression.

- It is not sufficient to have ideas it should be expressed effectively.

- Fluency of speech and good delivery are expected in GD.

- Slang, jargons, and artificial accent are to be avoided in group discussions.

- ***Appropriate Language:*** Your language should be accurate, free from grammatical errors, also it should be direct, clear, and precise.

- You should use simple and definite language. Use of long, winding sentences should be avoided.

- Do not use Jargons which neither your group understands.

- ***Appropriate body language:***
- Your score at a group discussion depends not only on your verbal communication skills, but also on non-verbal skills. Your gestures and mannerisms are more likely to reflect your attitude than what you say.
- Emotions such as anger, irritation, frustration, warmth, excitement, boredom, defensiveness, and competitiveness are all conveyed through body language
- The selection panel observes candidates appearance, frequency of eye contact, postures, gestures and facial expressions.
- A confident posture, appropriate facial expressions, and meaningful eye contact with other members will create a positive impression

Leadership Potential

➢ The success of any team depends, to a larger extent, on its leader. A group cannot carry out assigned work effectively without leader. Though there is no appointed leader in a group discussion for selection, a leader will emerge as the discussion proceeds. The candidate who possesses both functional ability (Knowledge, mental and physical energy, emotional stability, objectivity, communication skills, integrity and emotional intelligence) and coordinating ability will emerge as a leader

Guidelines for Group discussion

- Generally, the following procedure is adopted in GD
- *No of participants required:* There is no fixed rule or standard to decide the number of participants in a GD. However, it is generally agreed that there should be 8 to 15 participants in a GD.
- *Seating arrangements:* The seating arrangement should be made in such a manner that every participant can see and speak to each other comfortably.

- ***Allotment of Topic:*** Generally, topic in GD is debatable point. Any current issue of regional , national or global importance is selected as topic of discussion . In some situations, the participants are allowed to select the topic on their own.

- ***Time for preparation:*** In many GDS the participants get specific amount of time for preparing and organizing ides. But in spontaneous GDs preparing time is not allotted.

- ***Time period of GDs:*** Generally GDs last for 25 to 35 minutes. There are many recruiters who conduct GD for only 15 to 20 minutes. The participants are supposed to conduct the group discussion in a given time period.

- ***Appointment of group leader:*** No participant is appointed as a leader in GDs . The leader emerges out of GD. Every participant has opportunity to become leader.

- ***Evaluation of GD:***
- Evaluator may sit in the same room where GD is being conducted, or they also can sit in the next room watching the GD from video screen. This choice depends upon the availability of state of art technology.
- Evaluators tests candidates knowledge, communication skills, logical reasoning, and interpersonal skills

- GD evaluation criteria:

Content	Communication skills	Group behavior	Interpersonal Skills
Knowledge	Verbal : Language clarity	Team Building	Leadership
Reading	aptitude	Team Management	Assertiveness
Relevance	Listening skills	Group Dynamics	Time Management
Originality	Speaking skills	Conflict resolution	Decision Making
Creativity	Non- Verbal : Posture	Rapport	Problem Solving
Awareness	Eye Contact	Initiative	investigative ability
Judgment	Body Language		Emotional Intelligence
	Gestures		
	Facial Expressions		

Role Functions in Group Discussion

- People play various role in a group. All the GD participants play different role in Group Discussion: The different roles which the participants play in a GD are as follows:

- *Seeking Information*: The participants seek information by asking queries, doubts, and problems

- *Giving Information/ opinions*: GD participants play an important role in a GD by Giving Information/ judgment/ opinions about an issue.

- *Summarizing*: There are many participants who play an important role in summarizing GD.

- *Evaluating*: The participants evaluate each other's ideas and take appropriate decision

- *Coordinating*: Coordinating is a crucial to success in a group discussion. Many GD interactants play a role of coordinator or moderator.

Roles In GD

ROLE	FUNCTION
Creator	Generating ides, solutions
Promoter	Promotes alternatives, decisions
Assessor	Assessing the content, ideas
Organizer	Organizing issues, managing time
Producer	Generates a design, Model
Controller	Examine details and enforces
Maintainer	Maintains the rapport and discipline
Adviser	encouragement ,back up
Linker	Co-ordinator

Types of Organizational GD

- In an organization GDs are mainly carried out for decision making.
- Generally following techniques GDs may be used
- Brainstorming
- Nominal Group
- Delphi Technique

Brain Storming GD

- Brainstorming is a method for generating a variety of idea and perspectives. It is as uncritical as possible because criticism inhibits the free flow of ideas. A typical brainstorming session includes following steps:

- A Group of 6 to 12 people sit around table.

- The group leader states the problem in a clear manner so that all participants understand it.

- Members then suggest as many alternatives as they can in a given length of time.

- No criticism is allowed, and all the alternatives are recorded for later discussion and analysis

- However Brainstorming is mainly a process of generating Ideas.
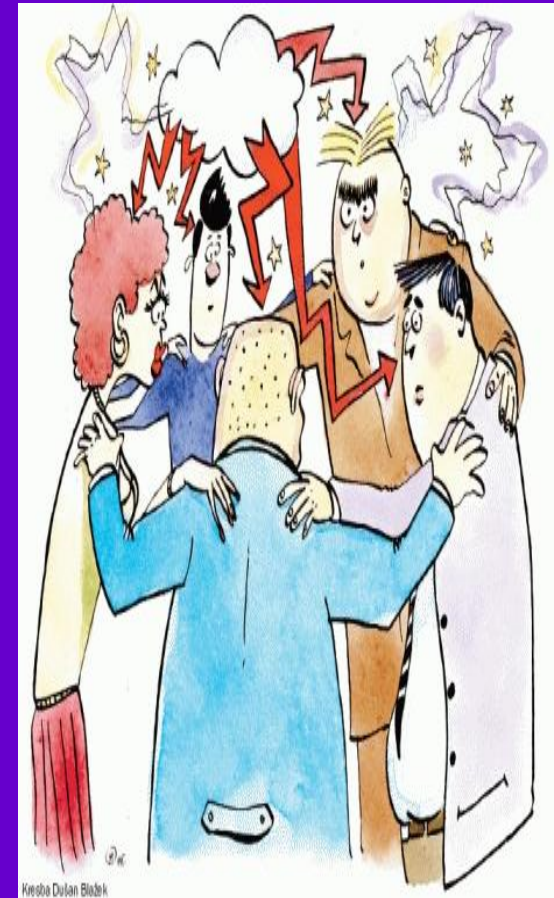
Nominal Group Technique

- The Nominal group technique restricts discussion or interpersonal communication during the decision making process and hence the term nominal group. In other words though the group members are physically present as in a traditional committee meeting, they operate independently. The problem is presented and then following steps are taken:

- Members meet as a group, but before any discussion takes place, each member independently and silently write down his or her ideas on the problem.
- Each member takes his turn, going around the table and presenting a single idea until all ides have been presented and recorded. No discussions takes place until all ideas have been recorded
- The group now discusses the idea for clarity and evaluate them
- Each group member silently and independently rank-order the ideas.
- The final decision is taken based upon the highest aggregate ranking.
- The advantage of nominal technique is that it permits the group to meet formally but does not restrict independent thinking, which an interacting group might do.

Delphi Technique

- ➢ The Delphi technique is a more complex and time consuming alternative in a group decision making. It is similar to Nominal group technique except that it does not require physical presence of members of a group. In fact, this technique never allows the group members to meet face to face. The following steps characterize Delphi Technique

- ➢ The problem is identified and the members are asked to provide potential solutions through a series of carefully designed questionnaires

- ➢ Each member anonymously and independently completes the questionnaire.

- ➢ The results of the first questionnaire are compiled at a central location, transcribed and reproduced.

- ➢ Each member receives a copy of the results.

- ➢ After viewing the results, the member are again asked for their solution. The results provide new alternative solutions

- ➢ This step is repeated until a common consent is reached.

Tips for Participating in a GD

- *Be a voracious reader*
- *Carry pen and paper*
- *Listen to topic carefully*
- *Do not haste to initiate*
- *Speak clearly and confidently*
- *Do not speak for longer duration*
- *Listen attentively and critically*
- *Be open to criticism*
- *Show good group behavior*
- *Practice good interpersonal skills*

- ❖ *Use formal and acceptable language*
- ❖ *Practice effective non verbal communication*
- ❖ *Conclude very effectively*
- ❖ *Encourage non- participants to speak*
- ❖ *Do not become negative participant.*
- ❖ *Manage your time*
- ❖ *NOSTUESO (No One Speaks Twice Unless Everyone Speaks Once)*

Thanks...