

Capturing participation

Place a tick in the box for each contribution made by each person.



Remember the 15-second rule – if someone speaks for more than 15 seconds (and multiples of) put another tick in the box.

NAME	CONTRIBUTIONS	TOTAL	SHUTTING OUT	BRINGING IN

- What is your ratio of highest:lowest contributor?
- What % of total behaviours is your 'Shutting Out' score? (normal range 6-20%)
- Has everyone had the chance to contribute?
- Do you need to create the opportunity for people to contribute more?