

Getting clarity

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	TESTING UNDERSTANDING	SUMMARISING	OTHER CONTRIBUTIONS (not Shutting Out or Bringing In)	TOTAL

- How often do you clarify information for yourself and others?
- How much Summarising did you do?
- Was Summarising shared or did the Chair do it?
- Is the combination of your Testing Understanding and Summarising scores approximately 10% of total contributions?