

Specific functions/moves of a discussion leader – observation sheet

During the discussion you observe note down examples (in keywords) of the leader functions/moves listed in the table.

FUNCTIONS / MOVES	EXAMPLES	FUNCTIONS / MOVES	EXAMPLES
1. INITIATING Focusing on main question(s); Suggesting pathways		6. PROVIDING / IDENTIFYING DIRECTION Redirecting attention to main questions; suggesting pathways	
2. MANAGING CONTRIBUTIONS Encouraging contributions; Linking contributions; Ensuring no views are ignored/cut off		7 MOVING LEVELS Identifying/ eliciting issues, underlying themes/ providing/asking for specific examples	
3. STRUCTURING Sequencing, sorting out information (E.g. "Let's hold on to this idea and come back to it later.") Dealing with 'side-tracking' comments; Giving/asking for a summary		8 PROBING CONTRIBUTIONS Asking for specific examples Eliciting reasons, evidence, causes or comments about implications Discriminating between fact/ opinion ~between description & interpretation Probing or challenging assumptions	
4. MOVING TOWARDS CLARITY & KEEPING DISCUSSIONS ON TRACK Reflective listening by restating the essence of a contribution; asking participants for clarification		9 DEALING WITH CONFLICT Allowing conflicting views to surface Identifying differences of opinion Depersonalising Reconciling differences at a higher level Defusing friction / tension by a humorous comment	
5. PERSONALISING Asking members to tap into personal experiences; disclosing personal information		10 COMMENTING ON PROCESS Stop and draw attention to distracting factors; reminding participants to consider the point of view of others	