



## VIRTUAL COLLABORATION BEST PRACTICE

# GO-AROUNDS

**This practice makes a clear statement that everyone's voice is important.**

Providing everyone with a voice in a meeting is most usefully achieved by doing a "go-around." The go-around assures that a couple of people don't dominate the conversation and that everyone in the meeting is an important contributor. It also creates more engagement, since people will bring a different quality of attention to what is happening if they know that they will be speaking. In physical meetings this means going around the table or a circle. In virtual meetings it means the speaking order follows a list of names placed in the chat of a web conference.

The focus of a go-around can cover a wide range of topics. It can be used to tell personal stories and to get to know each other at the beginning of team processes and meetings. It can be a way to pool what is on everyone's mind regarding the purpose of a meeting. It can also be used to gather information on an topic.

*We'd like to hear from everyone on this topic. Let's do a go-around. Please follow the speaking order that has been placed in the chat.*

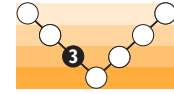


**TIME**

1-3 Minutes Per Person

**Facilitation Model****Stage 3**

Drawing Out Information



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**Steps**

1. Set up the go-around by sharing its purpose in the context of the larger meeting agenda.
2. It is helpful to have the focus of the discussion appear on a slide title or typed on an online whiteboard. Then record the participant words underneath the subject heading.
3. Be clear about how much time each person has, and that you will alert them as they near the end of that time.
4. Place the speaking order into the chat by copying and pasting a list of meeting participants you had gathered prior to the meeting. Ask people to look at the chat to see the speaking order.
5. Encourage people to not interrupt and use the chat if there is something to say that is important to record.
6. Thank individual participants after they contribute.
7. If appropriate, review the captured contributions for themes.

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**Tips**

- If the purpose of the go-around is for personal connection, then they tend to work best in “gallery view” in web conferencing applications.
  - Content related go-arounds can also be recorded in a text document with screen sharing on in the web conference.
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