

The Role of the Recorder

The recorder's job description: support every group member to participate fully by recording the discussion on flipcharts.

Make the group's thinking visible:

- Write the speaker's words not your words
- Capture everyone's thoughts – “get it all on the wall”
- When possible, use the facilitator's paraphrases
- Edit only for simplicity, not for meaning
- Don't censor anyone's thinking

Treat everyone's ideas equally:

- Write without evaluating
- Stay out of the discussion
- Remain neutral in the face of conflict
- If you fall behind, ask the speaker to pause
- Ask for clarification when confused or unsure
- Help people use the charts to build on each other's ideas

Other tips:

- Leave wide-left hand margins so the group may use the space for revising and categorizing
- When not writing, stand to the side so people can read the charts
- Hang completed charts where they can be seen
- Place number and date on pages for reference
- Print in block letters
- Use colors to stimulate both sides of the brain
- Alternate colors to break up the monotony
- Use two or three high-contrast colors - earth tones for texts and hot colors for highlighting

