

COLLABORATION AND DECISION MAKING

In group situations, it is imperative that each person feels as if he/she is making a contribution. When each participant has the opportunity to be included in reaching a decision, more can be accomplished in the long run. With more participation and buy-in, the group will achieve its goal. The following is a short outline to help bring this about.

BRAINSTORMING

- ❑ *Choose a leader to facilitate the process*
- ❑ The leader encourages everyone to participate
- ❑ A chosen recorder will record each person's idea
- ❑ The recorder does not edit any of the ideas
- ❑ Each person gets a chance to offer their idea
- ❑ If in groups, each group member can contribute one item
- ❑ A person or group may pass any time when it is his turn to speak
- ❑ Discussion continues in turn until all members of the group have passed on their turn, or time is called

DISCUSSION

- ❑ Each person, in turn, may speak on behalf of keeping or removing any item on the list
- ❑ No debate is allowed
- ❑ Take the time to consider each idea separately
- ❑ Remove any idea if removal is agreed upon by all members

CLARIFICATION

- ❑ Each person may request, in turn, an explanation of any idea recorded
- ❑ An explanation is given only by the person who contributed the idea
- ❑ No discussion is allowed; clarification only

ARRIVING AT CONSENSUS

- ❑ Rank each item or idea by assigning a value (1 – 3) to each item, either verbally or by ballot
- ❑ Record a total value for each item
- ❑ The highest ranking item is the group's selection
- ❑ If a tie persists, arrive at a decision through informal discussion as stated above. Avoid debate.

