Recommended Books and Links for Group Decision Making

Books

Facilitation

- **The IAF Handbook of Group Facilitation: Best Practices from the Leading Organization in Facilitation** edited by Sandy Schuman
- **Facilitator's Guide to Participatory Decision-Making** by Sam Kaner (and other authors depending on the edition)
- **A Manual for Group Facilitators** by The Center for Conflict Resolution
- **Facilitation at a Glance! Your Pocket Guide to Facilitation** by Ingrid Bens

Meetings

- **Great Meetings!** by Dee Kelsey and Pam Plumb
- **Robert's Rules of Order: The Modern Edition** - A simplified updated version of the classic manual of parliamentary procedure by Darwin Patnode (original by Henry M. Robert)
- **Managing Meetings** by Tim Hindle

Communication

- **The Seven Challenges | Communication Skills Workbook and Reader** - a structured, intensive, exploration of seven challenging skills for a lifetime of better communication in work, family, friendship & community by Dennis Rivers, M.A. Available for free at https://communication-skills.net
- **Nonviolent Communication: A Language of Life** by Marshal Rosenberg

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Consensus

- **Building United Judgment: A Handbook for Consensus Decision Making** by Michel Avery, Brian Auvine, Barbara Streibel, and Lonnie Weiss
- **Building Consensus: Conflict and Unity** by Monteze Snyder
- **Beyond Majority Rule: Voteless Decisions in the Religious Society of Friends** by Michael J. Sheeran

Leadership

- **The Leadership Challenge** by James Kouzes and Barry Posner
- **Servant Leadership** by Robert Greenleaf

Written by Craig Freshley

- **Together We Decide, An Essential Guide for Making Good Group Decisions** by Craig Freshley
- **The Wisdom of Group Decisions** by Craig Freshley
- **Tips to Make Good Group Decisions** by Craig Freshley

Links

These are links to some of our additional resources and our favorite websites - places that we find most useful for the type of work we do.

Meeting Facilitation

Leadership Strategies - Articles on Facilitation
Leadership Strategies provides a very useful website and several articles. Highly recommended.

International Association of Facilitators
Leading trade association for professional facilitators. Good Group Decisions is a member.

The Art of Great Meetings
An excellent 4-page overview from University of Maine Cooperative Extension. Provided in PDF format.

Resource List for Practitioners
This is an 11-page list of links for meeting facilitators - assembled by the folks at Community at Work

Consensus Decision Making

Kavana Tree Bressen's library
This is a terrific compilation of one-page handouts and useful articles written by Kavana Tree Bressen. Highly recommended.

Consensus Decision Making by Laird Schaub
Eight pages of basics by Laird Schaub, consensus expert. Provided in PDF format.

Consensus Decision-Making
An online learning center about making decisions by consensus, curated by Tim Hartnett. Lists articles, videos, websites, and books, along with a directory of facilitators and workshops.

Tools for Group Decision Making, Team Building, and Communications

National Coalition for Dialogue and Deliberation
This very large website provides extraordinary networking opportunities for those who want to explore the wide world of meeting and facilitation techniques.

Dotmocracy and Feedback Frames
The Dotmocracy site describes gathering and prioritizing input from groups using multi-votes or sticky-dot votes. It also reviews some challenges and critiques of the methodology and segues into a newer method: Feedback Frames from facilitator Jason Diceman. This tool employs private voting with tokens to reduce the “bandwagon effect”.

Communication Skills
Several free, downloadable resources such as workbooks, books, essays and exercises, including The Seven Challenges Communication Skills Workbook and Reader, from Dennis Rivers, M.A.

Center for Nonviolent Communication
Explanations and resources related to Rosenberg's *Nonviolent Communication*.

Free Team Building Games
This BusinessBalls website is a long list of team building games, each with descriptions and instructions. Could be better organized but there is a lot of rich content here.

Free Management Library
Many links to articles about strategic planning, organizational development, communications, fundraising, and lots more.

Community Building and Sustainability

The Community Toolbox
A free, online resource for those working to build healthier communities and bring about social change. Thousands of pages of tips, tools, and learning modules for taking action in communities.

The Great Turning
About David Korten's book *The Great Turning*, focused on the great turning of consciousness and behavior which is required to help the earth. See also Joanna Macy's website.

International Institute for Sustainable Development
A huge resource for sustainable development resources and activities.

International Society for Sustainability Practitioners
The website for a leading association of sustainability professionals.

Religious Society of Friends
Lots of links and information about the Quaker way of doing things, including decision making.