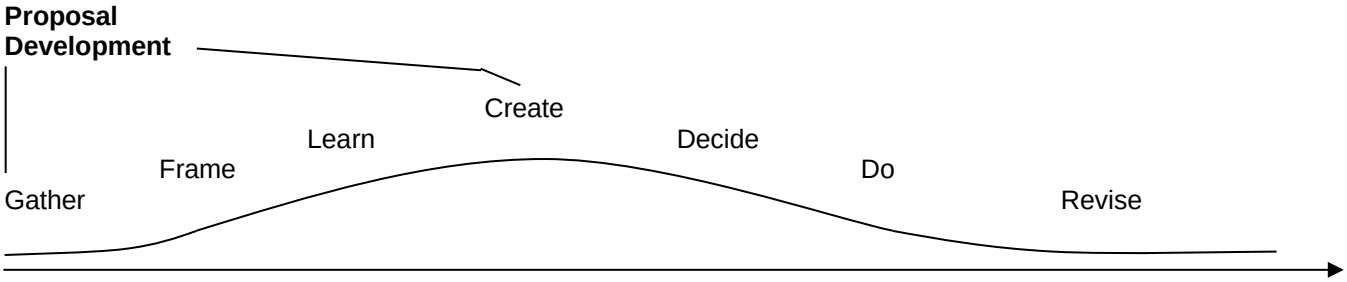
Good Group Handout
by Craig Freshley

Group Decision Making Steps



Decision Making Steps

1. Gather
Identify that which holds us together
What is our shared vision
What do we agree on that we want to change

2. Frame
Define the problem. Write the question.
Process rules before substance
Timeline
Scope of authority

3. Learn
Listening
Understanding
Separate facts from presumptions
Equal access to information

4. Create
Share ideas and opinions
Look for themes
Shape one or two proposals
Discuss a specific proposal, pros and cons
Write it, revise it, understand it

5. Decide
Apply formal decision making rules
Document the actual words

6. Do
Without action, things don't actually change

7. Revise
Always open to change

Steps to "Create" in a Meeting

Brainstorm ideas (may not be necessary if a proposal has already been developed)

Categorize ideas by theme (may not be necessary if a proposal has already been developed)
- Perhaps reflected by facilitator
- General agreement on categories

Present/develop a proposal
- Write it

Clarifying questions
Let's make sure we all understand:
- all information that's been presented
- all aspects of the proposal
- any additional information that sheds light on the issue

Discussion of the proposal
Opinions expressed - supporting and opposing
Let it run
- facilitator keeps track of alternative proposals and amendments
- facilitator keeps discussion focused on the question - makes use of the basket

Alternative proposal (s) floated
One at a time - keep track of which one you're on - dispense with each one

Nearing decision
Informal assessments, smaller revisions
Warning - about to call for consensus

Call for decision

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