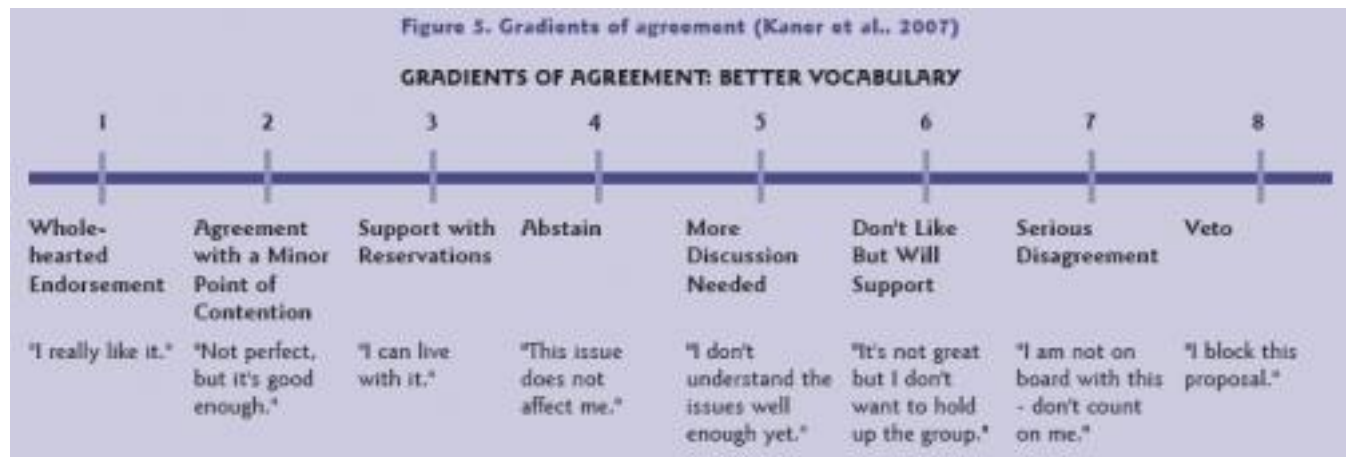


# Using Gradients of Agreement to Guide Decision Making

**Goal:** Facilitate group decision-making. Note that there are many positions (1-6) that allow the group to move forward even if everyone does not have the same degree of support for the decision or solution

## Steps:

- Have group discuss what agreement means
- Define what level of agreement needs to be reached for the group to move forward
- Discuss the gradients of agreement (below example)
- For the proposed decision or solution, have everyone rate their position
- For those who veto or have serious disagreement, ask what changes would be agreeable
- Make changes the group agrees with, poll everyone again



# Sample Agenda Items for Productive Collaborative Meetings

- Purpose of bringing everyone together for this collaborative meeting
- Introductions and check-in
  - Examples:
    - *What's something you're looking forward to in the next 2 weeks?*
    - *Share a success of the work*
    - *What's one thing you hope to accomplish in this meeting today?*
      - Be willing to change the agenda based on this!
- Develop guidelines for interacting together
  - Be transparent: We are not used to collaborating together, so it can be helpful to describe the different ways we need to communicate in this space to be productive and collaborative. What guidelines should we establish?
    - Examples: Step out to use cell/laptop, actively listen first, challenge ideas not people, seek to understand before persuade...
      - Have the group practice collaborative discussion by coming up with what's important to them
- Objectives of our time today
  - Follow-up from previous meeting (report by exception)
  - Deliverables/decisions to be made today
    - Examples:
      - *What are the opportunities we see from this collaboration?*
      - *What challenges are we anticipating?*
- Outline a decision-making process
  - Examples:
    - *Who has authority to make decisions? How timely can those decisions be expected by others?*
- Communication plan
  - Examples:
    - *Who is responsible for initiating? How often will regular communication occur? What is the expectation for response?*
- Follow up actions and next meeting
  - Examples:
    - *Who is doing what? What support is needed? What needs to be on the agenda for next meeting?*