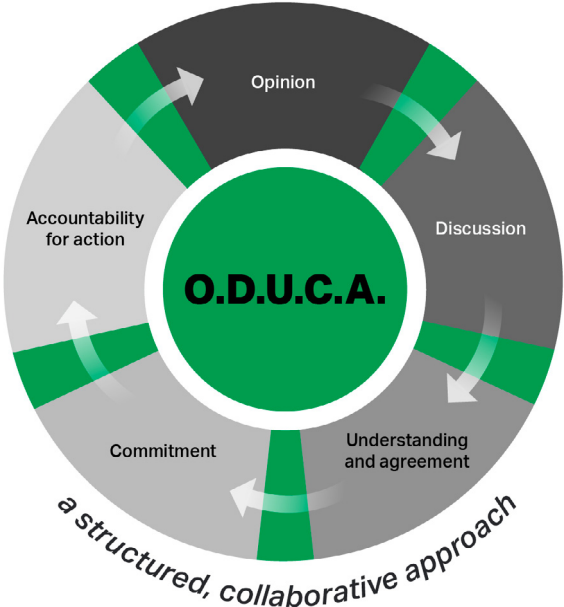


GETTING EVERYONE INVOLVED

OPINION

It is important to give people a few minutes to consider their unique opinions about the question being discussed before sharing them. This encourages deeper-level thinking, rather than a top-of-mind response. Everyone should have a chance to share their No. 1 idea with the group before any discussion takes place. This guarantees that everyone's opinion is heard, prevents the strongest voices from taking over, and ensures that one person's idea doesn't influence anyone else's. As people get used to sharing their unique thinking, it becomes natural for them. As a result, this collaborative process helps everyone feel like they are making a contribution.



DISCUSSION

Once we have heard everyone's opinions, decide which ones need further clarification/expansion. Now is the time for people to ask questions about others' ideas.

UNDERSTANDING AND AGREEMENT

Discussion helps us understand each other better and improves our ability to agree on one or even a combination of ideas.

COMMITMENT

Once we agree on an idea, ask the team to rate how committed they are to what we agreed on using a 5-point scale. If everyone says 5, carry on. If not, go back to the beginning of the process.

ACCOUNTABILITY FOR ACTION

Commitment is good but not enough. Who is going to do what and when?