



Key Advice

Instructions for the facilitator

As a facilitator, you will guide the other team members in making a collective decision. Your goal is to welcome diverse perspectives, leading your group to a consensus that everyone supports.

Step 1. Assigning Group Facilitators, and explaining the roles and activity | 5 - 10 mins

First, choose one of the following two fictional scenarios:

- **Team-Building Activity:** *“Our team has been allocated a budget of €1,000 to organise a team-building activity. The goal is to enhance collaboration and morale. We need to decide together on a single activity that is engaging, fosters team spirit and fits within the budget. No splitting funds for separate events.”*
- **Community Sustainability Project:** *“We have €1,000 to fund a single sustainability project that will positively impact our local community. The project must be focused on environmental improvement and benefit a specific community. Our task is to collectively select one specific initiative that is practical, impactful and achievable within the allocated budget. No splitting funds for separate projects.”*

Then, read the description of the chosen scenario to the group, and explain that there are two roles in this exercise:

- **Role of Facilitator:** *“I will follow the hand-out, guide the decision-making process and I am tasked with ensuring an open and inclusive environment.”*
- **Role of Decision-Makers:** *“You will actively brainstorm ideas, will be invited to discuss and listen to a diverse range of ideas and ultimately vote for the best idea.”*

Step 2. Collecting all Perspectives

| 15 mins

Encourage all group members to contribute:

- Allow the group one minute of individual idea generation (based on one scenario).
- Lead the discussion, encouraging all members to contribute ideas.
- Ask one of the group members to write down each idea on a flipchart or whiteboard and check if it is written down correctly.
- Aim for the majority of the group members to express an idea.

You can use the following prompts to guide the group discussion:

- *“Who has an idea they want to share with the group?”*
- *“Your idea is intriguing, could you elaborate?”*



- *"To ensure I correctly capture your idea, you're proposing to..."*
- *"Let's hear from someone who hasn't spoken yet."*

Step 3. Actively Searching for Alternatives

| 15 - 20 mins

Encourage all group members to share unconventional and alternative ideas:

- Explain the value of diversity in perspectives.
- Create a non-judgmental environment to welcome unconventional viewpoints.
- Ask the group to think of unconventional and/or alternative ideas that haven't been discussed yet.
- Aim for adding at least 1 or 2 'outside-the-box' ideas. Everything is allowed, as long as it is a single activity and/or project and does not exceed the budget of €1,000.

You can use the following prompts to guide the group discussion:

- *"I'm interested in hearing different viewpoints. Who can think of any alternative ideas?"*
- *"Does anyone have a differing perspective on this matter?"*
- *"Is there anyone who feels we should consider a different approach, something out-of-the-box?"*

Step 4. Consolidating Ideas and Making Decisions

| 20 - 25 mins

Encourage all group members to reflect on all the ideas presented:

- Allow the group one minute of silent reflection, thinking about which ideas they will support.
- Read each idea aloud and invite members to vote (by openly raising their hands).
- Allow them to vote for more than one idea, as long as they (undoubtedly) support the idea.
- Register votes: list the number of votes and names of supporters on a flipchart or whiteboard.

You can use the following prompts to guide the group process:

- *"Please take a minute of silent reflection and think about which ideas you truly support."*
- *"As I read each idea, please raise your hand to vote for the ideas you support."*
- *"Feel free to vote for multiple ideas, but only if you fully support the idea."*

After the vote, you can continue to the next step if you have one winning idea ('the majority vote') and a few people who did not vote for this winning idea ('the no-voters'). However:

- If you reach a tie, conduct a quick second voting round to choose one winning idea. Make sure to write down who did not vote for the winning idea ('the no-voters').
- If you reach a unanimous decision, go back to Step 1 and redo the exercise following the other scenario.



Step 5. Integrating Minority Insights

| 20 - 25 mins

Engage with 'no-voters' to refine the favoured proposal:

- Start a discussion with members who voted 'no' and ask them to explain their perspectives.
- Ask the 'yes-voters' to silently listen to the discussion.
- Ask 'no-voters' how the winning idea can be improved based on their 'minority' insights.
- Present the enhanced idea to the entire group and write the 'refined proposal' on a flipchart or whiteboard.
- Conduct a new voting round only on this new idea, and list the number of votes and names of supporters on a flipchart or whiteboard.

You can use the following prompts to guide the group process:

- *"What would make the leading proposal more agreeable to you?"*
 - *"How would you amend the favoured proposal?"*
 - *"Under what conditions might you support the preferred proposal?"*
 - *"Based on the feedback, we propose to adjust the leading idea by..."*
 - *"Who is in favour of the modified proposal..."*
- Repeat Step 5 if you do not reach a unanimous decision. As long as you have 'no-voters', you can continue to use their insights, refine the proposal and vote again.
 - You can end the activity when all group members vote for the refined idea. You now have a group consensus, based on an idea that incorporates the views of both the majority and minority.