





Goff





**Step 1: Introduce and clarify the issue(s) to be decided**  
Share relevant info. What are the key questions?

**Step 2: Explore the issue and look for ideas.**  
1. Gather initial thoughts and reactions. What are the **issues** and people's **concerns**?  
2. Collect **ideas** for solving the problem – write them down.  
3. Have a **broad ranging discussion** and debate the ideas. What are the pros and cons?  
*Start thinking about solutions to people's concerns. Eliminate some ideas, short list others.*

**Step 3: Look for emerging proposals**  
Look for a proposal that weaves together the best elements of the ideas discussed. Look for a solution that addresses people's key concerns.

**Guidelines for taking part in consensus decisions**

**Step 4: Discuss, clarify and amend your proposal**  
Ensure that any remaining concerns are heard and that everyone has a chance to contribute.  
Look for **amendments** that make the proposal even more acceptable to the group.

**Step 5: Test for agreement**  
Do you have agreement? Check for the following:  
**Blocks:** I have a fundamental disagreement with the core of the proposal that has not been resolved. We need to look for a new proposal.  
**Stand asides:** I can't support this proposal because ... But I don't want to stop the group, so I'll let the decision happen without me.  
**Reservations:** I have some reservations but am willing to let the proposal pass.  
**Agreement:** I support the proposal and am willing to implement it.  
**Consensus:** *No blocks, not too many stand asides or reservations? Active agreement?*

**Then we have a decision!**



**Step 6: Implement the decision**  
*Who, when, how? Action point the tasks and set deadlines.*

# Guidelines for taking part in consensus decisions

- If you don't understand something, don't be afraid to say so.
- Be willing to work towards the solution that's best for everyone, not just what's best for you. Be flexible and willing to give something up to reach an agreement.
- Help to create a respectful and trusting atmosphere. Nobody should be afraid to express their ideas and opinions. Remember that we all have different values, backgrounds and behaviour and we get upset by different things.
- Explain your own position clearly. Be open and honest about the reasons for your view points

**Thank you for your attention!**