Toolkit Title

Make simple decisions as a team (Team decision chart)

Purpose of Toolkit

You can use this tool to quickly get the team to reveal in greater detail their actual level of agreement or disagreement about a decision. It allows everyone to have clarity on what each member of the team is thinking. It is a step towards encouraging openness to diversity of thought.

Toolkit Methodology and Application

See toolkit appended/ below

Case Study or Example

See toolkit appended/ below

Acknowledgements and Sources

See toolkit appended/ below

Toolkit Category

Organisation Development

Keywords

Organisation Development, Team, Team Decision Chart,

Name and Email of Project Contact Person(s)

Name: Organisation Development Unit

Email: ttsh_organisationdevelopment@ttsh.com.sg

MAKE SIMPLE DECISIONS AS A TEAM (TEAM DECISION CHART)

#advanced #team

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TEAM DECISION CHART

1. YES! 😄
2. Acceptable 🙂
3. CAN LIVE WITH IT BUT not very enthusiastic 😐
4. DON'T totally agree BUT won't block it 😕
5. NO. Strongly disagree. Please explore other options. 🙁

MAKE SIMPLE DECISIONS AS A TEAM
(TEAM DECISION CHART)

When to use: During the decision making process in meetings and discussion. When you need more clarity about the level of agreement towards an issue from participants, especially when the team may find it a challenge to articulate accurate sentiments.

How to use:

Step 1: Get the team to decide beforehand what % vote for 1-4 is enough to move the decision forward.

> Some suggested ways of doing this:
> **Option a:** Have all members raise their hands for whether they are a 1,2,3, 4 or 5
> **Option b:** Give each member a sticker dot where they can paste on the emoticon that best describes their sentiments to the team proposal

Step 2: Based on the agreed %, get team to discuss whether to move forward or to find alternative ways of moving forward.

Tip: Use the chart to discuss with the team what is the standard they are happy to hold e.g. "if 75% is supportive, we shall agree to move on"