

CONSENSUS – GRADIENTS OF AGREEMENT

1	2	3	4	5
Disagree; Veto; Totally opposed	Grave concerns; Not Comfortable with the decision; Many reservations	Decision is okay; Some concerns & reservations but can live with decision	Support decision; basically like it	Whole- heartedly support decision

STEPS TO REACHING CONSENSUS:

1. Define the steps of consensus decision making and be sure that all team members understand the process.
2. Review the gradients of agreement scale. *(It is helpful to post the gradients on a wall chart for all to see.)*
3. Clarify and get agreement that for a decision to be reached through consensus each person needs to agree with either at 3, 4, or 5.
4. Make sure that all aspects of the decision are clearly stated and that everyone understands what they are being asked to decide.
5. Ask each person to individually indicate his/her level of agreement with the decision. This can be done verbally or in writing on small post-it notes. For a large group the facilitator or another designated team member might mark the chart or put the post-its on the corresponding numbers.
6. If everyone has indicated a 3, 4, or 5 level of agreement, then a decision has been reached by consensus.
7. If someone indicates that he/she is a 1 or 2, then continue the discussion by asking the person to clarify his/her concerns. Keep working with the option until it appears ready for another round of rating.
8. Continue with the discussion/rating rounds until consensus is reached or until it is clear there is an impasse.