**Building Agreement…a brief review**

**What is it?**

There are three main steps to building agreement:

1. A **proposal** needs to be presented to the group.
2. Participants need to have a clear **understanding** of what is being proposed. They may need additional information to make a sound decision.
3. If an **agreement** is reached be sure to record it. If not, move forward with efforts to refine the proposal before seeking another agreement.

**Why is it important?**

* **Small agreements are building blocks towards bigger ones.** They have cumulative power.
* Key agreements on how to accomplish processes help streamline work and reduce conflict.
* **Recording agreements** helps build the bridge to desired outcomes. It reminds the group of its commitments and demonstrates accomplishment. It is a neutral way to manage the group -- it does not rely on memory but rather an impartial and clearly written record.

**How do I do it?**

There are **several facilation tools** that can help build agreement:

* ***Negative Poll*** - To reach quick agreement on something you suspect has general support.
  + Specifc example of things to say or do: Does anyone oppose *no longer considering option 2?*
* ***Build Up/Eliminate*** - To create a more widely accepted solution by including or deleting components of different opinions. To facilitate building agreement between opposing parties.
  + Specifc example of things to say or do: *What could we add/delete to option A to make it work for you? OR Is there anyway we could combine what you like about solutions A & B to come to an agreement?*
* ***Both/And***- Toavoid either/or decisions or win/lose solutions.
  + Specifc example of things to say or do: *Do we need to choose between these final two options? Could we try both?*
* ***Straw Poll*** – To test the level of agreement in the group (see how close the group is to consensus) without making a final decision.
  + C:\Documents and Settings\kwebb-ma\Local Settings\Temporary Internet Files\Content.IE5\DJYXKHJZ\MC900078742[1].wmfSpecifc example of things to say or do: *OK, I would like to check out how the group feels about...How many of you agree with…please raise your hands. Well it looks like most of you agree. Is anyone unwilling to accept the majority agreement? No? Ok, let’s capture this as a group agreement.*