



Tips for Building Consensus

- **Decide who will facilitate the process. Ask a group member to moderate or facilitate your small group work.**
- **Brainstorm all suggestions. Don't judge the ideas. Generate as many as possible.**
- **Review and discuss the list generated. Ask the group to combine issues when related to one another to narrow the list.**
- **Use criteria to consider, judge, prioritize items. May complete prioritizing as a group or by individual voting - voting by raising hands; using dots for top three choices.**
- **Make sure everyone is heard.**
- **Consider using other methods for holding the discussion: round robin – each person in turn says something; pro-con – one person speaks for, one against the item; building unity – one person advocates for an idea. A second person responds to the idea. Other people contribute until ideas are clear and all angles considered.**
- **Check for consensus. Discuss concerns. If anyone is feeling that their input and/or issues have not been considered or is opposed to the item that has been suggested, now is the time to know and negotiate.**
- **Facilitator/moderator states the conclusion toward which the group appears to be moving. If there seems to be general agreement, verify this by asking.... “Do we all agree that...?”**
- **Do not assume that silence means agreement.**
- **Continue the discussion. Consider how to come up with an agreeable compromise. Consider changing the item so that objections are taken into account.**
- **Take a straw vote to check again for consensus.**
- **Continue process until reach FINAL CONSENSUS.**

