

TOOL

Feedback on Decision-Making Process



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Feedback on Decision-Making Process

Team:

Date:

Please rate the following statements on a scale of 1–5, with one being lowest and 5 being highest. Use N/A if any don't apply. Below the statement, in italics, is the indicator of an effective decision-making process that we're aspiring to demonstrate.

Indicators of Effective Decision Making	Rating
The facilitator clearly identified when we were making decisions. <ul style="list-style-type: none"> <i>Everyone is clear about decision-making moments.</i> 	
I was clear about the empowerment level we had in making today's decision. <ul style="list-style-type: none"> <i>Everyone knows their level of empowerment in the decision.</i> 	
The people who needed to be involved in this decision were present. <ul style="list-style-type: none"> <i>The right people are present—the key stakeholders and decision makers.</i> 	
The decision-making process we used (consensus, multivoting, majority voting, compromise, unilateral decision) felt appropriate. <ul style="list-style-type: none"> <i>Everyone knows what kind of decision-making process will be used and is willing to use it.</i> 	
Team members used active listening and paraphrasing. <ul style="list-style-type: none"> <i>The conversation has a clear structure so that the discussion is objective, is focused on ideas and facts, and doesn't become personal.</i> 	
People listened to each other's ideas. They weren't just arguing their own points. <ul style="list-style-type: none"> <i>The conversation has a clear structure so that the discussion is objective, focused on ideas and facts, and doesn't become personal.</i> 	
There was objective debate about ideas and healthy conflict. <ul style="list-style-type: none"> <i>Ideas are freely exchanged and considered.</i> 	
Everyone fully participated, and there was equal participation between members. <ul style="list-style-type: none"> <i>No individual or subgroup dominates.</i> 	
The facilitator managed unproductive conflict well. <ul style="list-style-type: none"> <i>If the decision-making process stalls, the group stops and reflects on its process and seeks ways to move forward.</i> 	
Our time was well managed and well used. <ul style="list-style-type: none"> <i>The conversation has a clear structure so that the discussion is objective, is focused on ideas and facts, and doesn't become personal.</i> 	

Exhibit 8.6. © Elena Aguilar, *The Art of Coaching Teams: Building Resilient Communities that Transform Schools*. Jossey-Bass, 2016.

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Indicators of Effective Decision Making	Rating
We had true closure—the decision was clear. <ul style="list-style-type: none"> <i>Discussions end with a sense of closure and clear next steps.</i> 	
We closed with action plans and next steps. <ul style="list-style-type: none"> <i>Discussions end with a sense of closure and clear next steps.</i> 	
I think that the final decision is one that everyone can live with. <ul style="list-style-type: none"> <i>Discussions end with a sense of closure and clear next steps.</i> 	
Overall, I feel that this was a healthy and positive decision-making process. <ul style="list-style-type: none"> <i>The team engages in a reflection on the decision-making process.</i> 	
<p style="text-align: center;"> What suggestions do you have for improving our next decision-making process? <i>The team engages in a reflection on the decision-making process.</i> </p>	

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