Step 1: Introduce and clarify the issue(s) to be decided
Share relevant info. What are the key questions?

Step 2: Explore the issue and look for ideas.
1. Gather initial thoughts and reactions. What are the issues and people's concerns?
2. Collect ideas for solving the problem – write them down.
3. Have a broad ranging discussion and debate the ideas. What are the pros and cons?
   Start thinking about solutions to people's concerns. Eliminate some ideas, short list others.

Step 3: Look for emerging proposals
Look for a proposal that weaves together the best elements of the ideas discussed. Look for a solution that addresses people's key concerns.

Step 4: Discuss, clarify and amend your proposal
Ensure that any remaining concerns are heard and that everyone has a chance to contribute.
Look for amendments that make the proposal even more acceptable to the group.

Step 5: Test for agreement
Do you have agreement? Check for the following:
Blocks: I have a fundamental disagreement with the core of the proposal that has not been resolved. We need to look for a new proposal.
Stand asides: I can't support this proposal because ... But I don't want to stop the group, so I'll let the decision happen without me.
Reservations: I have some reservations but am willing to let the proposal pass.
Agreement: I support the proposal and am willing to implement it.
Consensus: No blocks, not too many stand asides or reservations? Active agreement?
Then we have a decision!

Step 6: Implement the decision
Who, when, how? Action point the tasks and set deadlines.