


Tools for Building Agreement

STRATEGY	TOOL	PURPOSE	SPECIFIC THINGS TO DO OR SAY
<p>OPEN</p> 	<p>Make a Proposal (limited opening)</p>	<ul style="list-style-type: none"> To provide a suggestion or offer for others to consider To get the discussion started 	<ul style="list-style-type: none"> “Jim, you have thought a lot about this issue. Please define the problem for us.” “Who has an issue for the group to consider? OK, Linda, tell us about it.”
	<p>List (moderate opening)</p>	<ul style="list-style-type: none"> To provide or generate a short inventory of ideas for the group to consider 	<ul style="list-style-type: none"> “Let’s list four or five items that need to be addressed immediately.” “I have a list of potential solutions. Let’s add two or three more and then begin the narrowing process.”
	<p>Brainstorm (wide opening) Guidelines:</p> <ul style="list-style-type: none"> All ideas are OK. Defer evaluation. Build on other people’s ideas. 	<ul style="list-style-type: none"> To open the group’s creative energy To produce as many ideas as possible without evaluating To get a lot of ideas in a short time 	<ul style="list-style-type: none"> “First, we are going to get all our ideas out without evaluating them.” “Let’s come up with about 20 ideas in the next 15 minutes.”
	<p>Clarify</p>	<ul style="list-style-type: none"> To make sure each meeting participant understands the meaning of each idea before you ask the group to make decisions or evaluate the ideas. 	<ul style="list-style-type: none"> “Take five minutes to review the list of ideas we have just generated. Which ones need to be clarified? Does everyone now understand these ideas?”