HOW TO USE

1. Ensure everyone who is affected by the decision is present and has a deck of DECIDE™ cards

2. Read through the principles at the start of the DECIDE™ session and ask every member if they agree to them

3. Ask if any extra principles need to be added to the list

4. Create a short timebox to discuss a topic that requires a decision.

5. When the timebox ends ask one member of the team (we suggest the quietest) to sum up the discussion in the form of a proposed decision.

6. Ask everyone to select a card to indicate their level of support for that proposal. Everyone must show their cards at the same time to avoid influencing one another.

7. Look around and discuss, listen to concerns, clarify questions people have and if necessary tweak the proposal then vote again.

8. Once a decision has been made, capture it and move on to another topic.

PRINCIPLES

1. **We lend our ears to others**
   We listen actively for others opinions and feelings

2. **We lend our voice to others**
   We bring people in not shut them out

3. **We debate internally and support externally**
   We are happy to disagree with each other as a team but then, when we agree, we stick together

4. **Our decisions our values based**
   They support our team values and do not violate our personal values

5. **Agreement does not mean unanimity**
   We accept that many opinions are underneath the overall decision

6. **We cannot get 100% what we want 100% of the time**
   We are first and foremost a team and desire progress

7. **Compromise usually is weak**
   We will diligently pursue a solid understanding of all perspectives and arrive at the best outcome we can rather than the easiest outcome.

DENY

- I can't support this
- It violates our team values
- It violates my personal values
- I really think it would be a bad idea

ENQUIRE

- I don't know enough about this to decide
- I need more detail about something
- I'm not sure about the consequences

CONCEDE

- This doesn't bother me either way
- This doesn't really affect me
- I don't feel strongly enough about it
- I'll go with the team and support it

ITERATE

- I think the core of this decision is solid
- I would like to refine this slightly
- I think with a bit of work I could support this

DEFEND

- It might not be perfect but it's good enough
- I am happy to put my name to this
- It's got a good chance of success

ENDORSE

- I think it's a great idea
- I wholeheartedly support this