

Meeting Facilitation:

A simple decision making
technique

Small group decision making:

Robert's Rules
Flip board brainstorming



Sticky Dos



Sticky Dots



Sticky



- Give each participant 4-5 sticky notes
- Ask them to write down their idea
a single idea / proposition per sticky note
- Wait until everyone is done



Sticky



- Solicit one idea at a time from participants (in order)
- Record ideas on a flip chart
- Continue around the group until all ideas are represented
- Skip repeats or use to refine existing item
- Use group discussion to refine / clarify ideas



Sticky



- Go out of order around the group
- Allow individuals to contribute more than one idea at a time
- Have group discussion on each item as it's presented
- Consolidate or edit ideas without discussion and agreement



Sticky

- Number all ideas on the flip chart
- Provide each participant with 3-5 sticky dots
- Ask them to identify their top (3-5) choices
- Ask them to write down those numbers on the dots
- Invite participants to get up and vote with their sticky dots



Alternatives / Extensions

- Physically group concepts into thematic areas
- Allow individuals to rank their votes with red / amber / green sticky dots
- Use the prioritization process for tasks other than project decision making, e.g. allocating time to discussion items



Benefits

- Encourages participation
- Allows for equal contribution
- Provides solid recommendations for future action
- Encourages team building
- Breaks computer / desk time

