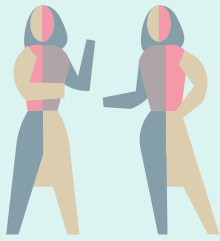
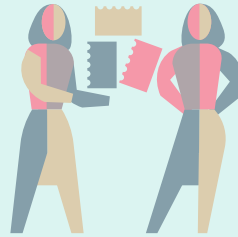


# The four steps of Inclusive Decision Making



## 0 BEFORE YOU BEGIN

- Define the decision
- Identify stakeholders
- Create a safe space for discussion
- Choose a facilitator



## 1 COLLECT VIEWPOINTS

- Gather relevant data and perspectives
- Express your viewpoint with I phrases
- Give everyone the opportunity to speak
- Avoid direct comments or responses to others
- Ask for clarification when needed
- Specify response time



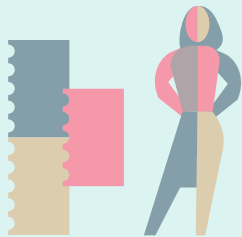
## 2 SEEK ALTERNATIVE PERSPECTIVES

- Encourage participants to share new ideas or solutions
- Ask if anyone has a completely different opinion or idea



## 3 SPREAD THE ALTERNATIVE

- Avoid excluding anyone
- Ask who recognizes elements of minority ideas
- Inquire about disagreements and alternative proposals
- Move to a vote if a clear proposal emerges



## 4 INCORPORATE WISDOM OF THE MINORITY

- Engage with those who didn't win the vote
- Acknowledge their loss and ask for their input
- Include their suggestions in final decision
- Conduct another vote after incorporating their perspective