

Decision making

Type of decision	Description	Pros	Cons	Uses	Examples
I. Majority voting	Majority rule is a decision rule that selects alternatives which have a majority, that is, more than half the votes.	Fast and clear decisions	Can be divisive (create winners and losers). Show of hands can be experienced as being pressured. Group think.	When there are clear choices and where group decisions are acceptable. Limit to more trivial domains	
II. Compromise	A settlement of differences by mutual concessions; an agreement reached by adjustment of conflicting or opposing claims, principles, etc., by reciprocal modification of demands. Both parties give in, but come to a mutually acceptable agreement.	Generates discussions and creates solutions. Well known and culturally acceptable.	Splitting the difference/no winners. Can damage relationships and divide parties.	When collaboration is not possible or in situations when solutions are clear but members divided	
III. Delegated decisions	Delegated decision-making is a process where the decision-making authority is delegated to a sub-group or certain individuals and the whole group accepts their decision.	Saving time, the whole group does not have to spend time on reaching consensus.	If the risks are not assessed properly or in case of not proper information flow	When the sub-group or the individuals are competent and have the necessary information, criteria to make the decision; when the sub-group/individuals have more accurate information.	
IV. Multi-voting / criteria based grids	It allows the group to narrow their list of options into a manageable size for sincere consideration or study and further exploration. 1. Brainstorming of options 2. Review the list from the brainstorming activity 3. Identify items for next round of voting 4. Select items worth considering for voting 5. Vote again 6. Repeat 4 & 5 7. Discuss remaining ideas 8. Decide next steps	Allows the group to be involved in the process and ultimately saves the group time by allowing them to focus energy on the idea with the greatest potential.	Maybe time consuming.	When the group has a long list of possibilities and wants to narrow it down to a few ideas for analysis or discussion. When a selection process needs to be made after brainstorming	
V. Consensus building (collaboration)	Consensus decision-making is a group decision-making process that seeks the consent of all participants. Consensus may be defined professionally as an acceptable resolution, one that can be supported, even if not the "favourite" of each individual.	Collaborative (win/win). Participative, objective and builds ownership	Time consuming. Requires trust and openness. Must be fact driven not to jeopardize quality.	Whole group commitment is needed. Important decisions and when time is available.	