

FROM *LEADERSHIP FOR TOMORROW'S SCHOOLS*, BY JERRY PATTERSON (1993)

APPENDIX C: TOOLS FOR REACHING GROUP DECISIONS

BRAINSTORMING

Purpose: Use to generate numerous ideas in a short period of time.

Time Needed: approximately 15 minutes

Rules for Brainstorming:

- No criticism allowed
- No explanations needed
- Be freewheeling; anything goes
- Seek combinations and improvements
- Seek quantity over quality
- Be spontaneous; don't respond in any predetermined order

SORTING

Purpose: Use to narrow brainstormed lists to a workable number of ideas.

Time Needed: approximately 10 minutes

Procedure:

1. After brainstorming ways to accomplish a specific goal, post three large sheet of chart paper.
2. Ask the group to "sort" the ideas into three categories:
 - "Quick Fixes" (those ideas that are important, but can be accomplished quickly or by one individual);
 - "Out of Our Hands" (ideas that are not realistic given our present circumstances);
 - "Definite Possibilities" (the rest of the ideas).
3. Concentrate future team efforts on the "Definite Possibilities" list. Eliminate the "Out of Our Hands" list, but don't ignore the ideas in the "Quick Fix" list, for they may be the source of early and easy successes. Individual volunteers may tackle those issues, freeing the group to address more complex ideas.