# J. FOCUSING FOUR CONSENSUS PROTOCOL

#### Facilitator notes:

- Explain the process and facilitator's role before beginning the activity.
- Clarify any questions.
- Explain that advocacy at the survey stage will not make the decision. The group will decide and be guided, not bound, by the data.

#### 1. Brainstorm

- The group individually brainstorms ideas.
- The group shares and records ideas on a chart, discouraging criticisms or questions and aiming for eight to 10 ideas.

## 2. Clarify

- The facilitator asks if any items need to be clarified.
- The author of the idea provides clarification.
- The facilitator stops the clarification when the person asking the question indicates nonverbally or otherwise that they understand.

## 3. Advocate

- Participants may advocate for as many items as they wish and as many times as they wish.
- Advocacy statements must be phrased positively.
- Advocacy statements must be brief.

### 4. Survey

- The group individually reflects about which ideas they feel are most important.
- The facilitator takes a hand count to determine the ideas most important to the group.
- The group collaboratively identifies and agrees upon the best option.

Source: Adapted from Garmston and Wellman (1999).

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