

Table of Group Decision-Making Techniques

Technique	Description of the Process	Best Used When
Single Negotiated Text	Text of the statement is fine-tuned until all partners at the table agree on the wording.	A group is working to come up with a statement such as a goal, mission, or vision.
Multi-voting	A large list of options is whittled down to a manageable number through several rounds of voting. The choices with the highest number of votes in one round are carried through to the next round until a winner emerges.	A solution must be selected from a large list of options, and time is an issue. This works best when full buy-in is not essential for success.
Nominal Group Technique	Group discusses the problem, and then narrows their ideas down to the key issues. Each participant ranks these issues; the options with the highest ranking emerge as the group's priorities.	A group needs to prioritize a set of options and no objective framework exists to make decisions.
The Delphi Method	Participants individually brainstorm solutions. A facilitator collects and organizes the input, submits it to others for development, critique and refinement, then goes back and forth with all participants until everyone agrees to a final set of choices and, eventually, a final decision.	The opinions of experts or different factions need to be explored in depth and the anonymity of participants is desired.
The Stepladder Technique	Participants are given time to brainstorm the best ways to accomplish a task or solve a problem. A facilitator selects two people to present and discuss their ideas without any other group participants present. Then, a third member is added to present ideas to the first two members before hearing the ideas they have discussed. After all three members have laid out their solutions and ideas, they discuss options together. This process is repeated, adding one new member each round. A final decision is reached only after all members have presented their ideas.	There is a need to encourage individual participation in group decision making. This technique encourages all members to contribute before being influenced by anyone else's opinion, resulting in a wider variety of ideas.