

 **TOOL: Steps to Build an Agreement**

Building agreement is a critical leadership function. By getting people to agree on what to do and how to do it, leaders create a safe environment for people to work together and to participate fully. Use the techniques below when you are facilitating a meeting with your co-leads or UBT and want to create an agreement.

 **Key Tip!**

Remember that big, complicated agreements come from a series of smaller agreements.

STEPS	EXAMPLES
<p>Present a Proposal</p> <p>What do you want a person or a group to agree to?</p>	<p>» “Since we all learn differently, we will try to present the information in a variety of ways. If you are not getting your needs met, despite the variety of learning formats, please take responsibility for your own learning by asking for what you need.”</p> <p>» “Because you are the labor co-lead, I suggest you create the agenda for our monthly meeting and I give you input.”</p>
<p>Check for Understanding</p> <p>Make sure everyone is clear on what they are agreeing to so they can do it when you aren’t there.</p>	<p>» “Is there anyone who is unclear about what we’ve agreed to?”</p> <p>» “What questions do you have about my suggestion for you to draft the agenda?”</p>
<p>Check for Agreement</p> <p>This is a critical step. Look at each person.</p>	<p>» “Is there anyone who cannot agree to this proposal?”</p> <p>» “So, do we have an agreement that you will create the agenda for next month’s meeting with input from me?”</p>

1. Pause long enough for people to frame their questions or objections.
2. If it is complicated, have the person or team member summarize the agreement and recheck.
3. If you use the thumbs up voting method, make sure you look at each person’s thumb.



Source: Interaction Associates www.interactionassociates.com