**Common Approaches to Making Decisions**

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| **DECISION OPTION** | **ADVANTAGES** | **DISADVANTAGES** |
| **Consensus*** Every view or position is heard
* All members are willing to support

        the decision | * Generally ensures greater buy-in and therefore increases the likelihood of successful implementation
* Benefits from input from all perspectives
* Once a decision has been reached, it can often be acted on more quickly than a unilateral decision handed down
 | * Can be time consuming and difficult to do
* Can be contentious if individuals or small minorities are allowed to block agreement; blocking can result in dissatisfaction with the inflexible minority or individual
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| **Majority Rule*** Decision determined by a majority vote
 | * Familiar, time efficient
* Considered “fair” by some
 | * Regarded as competitive rather than cooperative
* Ignores the possibility of compromise
* Can reduce the commitment of each individual to the decision and create less willingness to act upon the decision
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| **Participative or Representative*** Those making the decision seek and take into account input from the entire team or staff
 | * Efficient in that it does not tie up the entire team or staff but still provides the advantage of their input
* Staff feel they were heard; generally acceptable by many
* Allows for administrative (or other designated decider) to make final decision
 | * Sometimes takes time to gather the input, and there is the potential to miss someone
* Requires good communication
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| **Unilateral*** One person or a group is empowered to make a decision without consulting others
 | * Most efficient
* Good for when a quick decision needs to be made
 | * Open to abuse of authority
* May overlook some perspectives
* If overused, can be demoralizing
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