



COLLABORATIVE DECISION MAKING

Introduction

The Collaborative Decision-Making process outlined in this document aims to continue to strengthen the Foundation's work culture by understanding the role of the decision makers. It offers staff the opportunity to provide input on decisions that impact them or their work areas, and outlines how staff supports the implementation of the decisions made.

This model integrates various tools and approaches the Foundation has adopted over the last year: Commitment to DEI, Meeting Agreements, revised Mission and Values, Strategic Plan, and Competency Model.

This framework can be applied across the organization to all types of decisions, big and small. Based on decisions to be made, some of the recommended steps may not be needed.

Definitions

Decision Making: The process of making choices by identifying a decision, gathering information and input from others, assessing alternatives, and implementing the decision.

Decision Maker: The individual responsible for analyzing a situation and deciding on a course of action. The decision maker considers all input, and is ultimately accountable for making the decision and the results that transpire from the decision that is made.

Participants: To make an informed decision, the decision maker may seek input from a diverse group of people who may be directly or indirectly impacted by the decision, including people above them, experts in the field and/or peers with similar experiences. Participants can be internal or external. Participants support the decision maker in exploring options. Decisions don't need to be unanimously approved by all participants.

Collaboration: The act of working with others to produce, create or achieve something. A Core Competency for all Rainin Group/Kenneth Rainin Foundation staff. A behavior outlined in KRF mission statement.

Collaborative Decision Making

Prepare

Be clear on what needs to be decided.

Engage

Identify who can contribute to and support the decision.

Implement

Communicate and monitor progress and impact.

Collaborative Decision Making

Prepare

- Identify the situation, opportunity or issue that will be addressed.
- Establish clear goals and outcomes to be achieved.
- Identify who is impacted by this situation, opportunity or issue directly, indirectly, internally and externally.
- Define what expertise is needed.
- Set a reasonable due date to reach a decision.

Engage

- Identify the diverse participant voices needed at the table.
- Define how to get input from participants. Meetings, surveys, focal groups, etc.
- Establish when participants will be engaged in the decision-making process. Present facts and goals.
- Gather additional data: reports, online research, books, statistical data, etc.
- Analyze and validate information gathered.
- Engage participants in evaluating several potential solutions. Involve participants according to their role and impact on the decision.

Implement

- Make a final decision and communicate it to participants.
- Get support from all participants involved.
- Clarify expectations to those that are still unsure about the decision.
- Create a communication plan and deliver messages to impacted audiences.
- After implementation, conduct check-ins, surveys, polls or other feedback loops to ensure the decision is achieving expected outcomes.

Collaborative Decision Making Workflow

