

Cooperative Processing

Cooperative processing is a strategy that allows equal opportunities for contributing ideas. Key characteristics include: 1) Forced participation/equal opportunity through in-turn response and the pass rule; 2) the prevention of domination from individuals in the group; 3) focusing the group at all times; 4) higher degree of efficiency; and 5) promotes better communication.

Role assignments:

Facilitator:

- Starts session and monitors progress
- Provides opportunity for everyone to speak
- Monitors so that each person speaks in turn and only one person speaks at a time

Recorder:

- Records statements
- Does not edit
- Numbers each item

Process:

1. Individual reflection

- Everyone reflects on the question.
- Individuals are encouraged to write down their responses.
- No talking.

2. In-turn response—Individual contributions

- Each person states one response only or says, “Pass,” as you move in sequence around the group.
- Participants may re-enter the sequence even though they may have already passed.
- This process continues until everyone passes or you reach the agreed upon time limit.
- Do not mention an item already recorded.
- This is not the time for discussion or clarification.
- This is an efficient means of gathering information or soliciting opinions of people when no decision needs to be made. The process can end here or can continue with additional steps to reach a decision.

3. In-turn response—Clarification

- Examine items for clear understanding.
- Explanation given only by the person who contributed the item.
- Clarify only. No discussion!
- Use in-turn response and pass rule.

4. Discussion Component—Pro/Con statements

- In sequence, participants are able to speak on behalf or against any item. Procedure works best using in-turn response and doing a round(s) for *Pro* and then a separate round(s) for *Con*.
- No debate!
- Do not repeat opinion already stated.

5. Decision/Voting—Clear-out voting

- This step helps to reduce the size of the list if necessary.
- Majority rule.
- Consider each item.
- Everyone must vote on each item. *YOU CANNOT PASS.*
- Vote at a signal from the facilitator, open hand for YES and closed hand for NO.
- If the majority votes “no” on an item, it is removed from the list.

6. Decision/Voting—Weighted voting

- Vote by assigning a value to each item.
- Highest rating is group selection.
- Vote on each item. *YOU CANNOT PASS.*
- Conduct final vote by YES/NO, if necessary.

Prioritizing Grid

Here is a method for taking ten items and deciding which one is most important to you, which is next important, etc.

First list (up to) ten items, or choices, or needs... They do not need to be in order of importance.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Now compare the items you listed with each of the others using this grid. Circle the preferred one in each pair of rows A through _____

A	1	2																
B	1	3	2	3														
C	1	4	2	4	3	4												
D	1	5	2	5	3	5	4	5										
E	1	6	2	6	3	6	4	6	5	6								
F	1	7	2	7	3	7	4	7	5	7	6	7						
G	1	8	2	8	3	8	4	8	5	8	6	8	7	8				
H	1	9	2	9	3	9	4	9	5	9	6	9	7	9	8	9		
I	1	10	2	10	3	10	4	10	5	10	6	10	7	10	8	10	9	10

Total time each number was circled—enter these totals in the spaces.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Relist the items in the order of priorities to you, i.e., the item circled most often is first, etc.

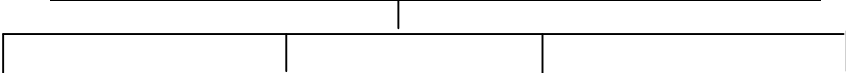
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Decision Maker's Flow Chart

Topic: _____

State the need as a goal.

Need:



List alternatives in each box on this level				
----------------------------------------------------	--	--	--	--

List + for each alternative				
------------------------------------	--	--	--	--

List - for each alternative				
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Review above information and come to an agreement on best decision

Ballanca, James. (1992). *The Cooperative Think Tank: II Graphic Organizers to Teach Thinking in the Cooperative Classroom*. Palatine, IL: IRI/Skylight Publishing, Inc.

Paired-Choice Matrix

The Paired-Choice Matrix is used when a number of alternatives are available. You compare the pairs of alternatives until the comparison of pairs produces a single solution (e.g., used when there are eight or more options).

Use the Paired-Choice Matrix when you want to:

- Divide a big decision into smaller, easier to manage decisions.
- Make sure each alternative gets fair and equal consideration.
- Make the best decision when alternatives are similar.

1. **Identify the Issue, Options, and Goal:** Clearly define the issue and the goal. Collect a list of options to decide from in order to reach the goal.
2. **Prepare for the Session:** Prepare a chart to serve as a matrix for comparing pairs of options.

	Alternative A	Alternative B	Alternative C	Total
Alternative A	-----	B	C	0
Alternative B	X	-----	B	1
Alternative C	X	X	-----	1
Total		1	1	

List the options along the top and down the side of the chart in the same order, starting with the first row. Move horizontally across the chart, comparing the first option to every option along the top line, one pair at a time. Indicate the group's choice for each pair in the corresponding box. The process is repeated until each possible pair is compared. The option that gets the greatest number of votes is the final decision.

3. **Make Decisions Between Pairs:** The facilitator reviews each pair of options and asks for a show of hands regarding the preference. The recorder records whatever choice prevails—not the number of votes. The facilitator repeats the voting for each pair of options above the diagonal line of the chart.
4. **Tally Scores of Paired Choices:** For each horizontal line, tally the number of times that choice prevailed. Record these numbers on the right side of the chart. Tally the scores for each column as well, recording the scores on the bottom of the matrix. Whichever option has the greatest number of “preferences” is the top choice. If there is a tie, then you could ask for a vote of the best choice or repeat the process with a small chart that includes the short list of options.
5. **Discuss and Clarify Results:** Review the final choice and discuss what that selection means to the group. Ask the following questions: what, when, how, and how much?
6. **Wrap Up the Paired-Choice Matrix Session:** It's time to wrap up when: Decisions are finalized and group understands what and why of the final decision.

FIP – First Important Priorities

Purpose:

FIP is a crystallization of the process of picking out the most important ideas, factors, objectives, consequences, etc. Obviously some of these ideas are more important than others. The purpose of **FIP** is to restore the balance in a deliberate manner. It follows activities that generate as many ideas as possible.

FIP is a judgment situation and there are no absolute answers.

Principles:

1. It is important to get as many ideas as possible first and then to start picking out priorities.
2. Different people may have different priorities in the same situation.
3. You should know exactly why you have chosen something as a priority.
4. If it is difficult to choose the most important things, then try looking at it from the other direction; dropping out the least important and seeing what you are left with.
5. The ideas not chosen as priorities must not be ignored. They too are considered - but after the priorities.

Steps to FIP:

Some things are more important than others are. Some factors are more important than others. Some objectives are more important than others are. Some consequences are more important than others. In thinking about a situation, after you have generated a number of ideas, you have to decide which ones are the more important ones so that you can do something about them. After doing a **PMI, CAF, AGO** or **C&S**, you can do an **FIP** to pick out the most important points; the ones you have you give priority and deal with first.

FIP – First Important Priorities

List all options, star the ones you believe are most important:



Why, explain your selection of most important:

