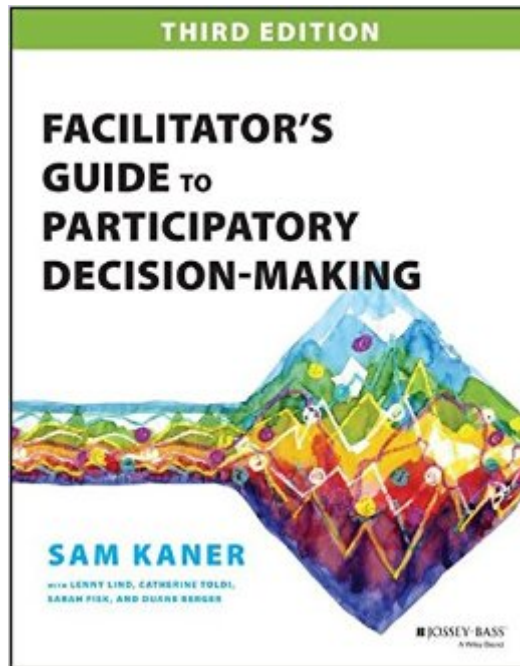


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# Facilitator's Guide To Participatory Decision-Making (Jossey-Bass Business & Management Series)



## Synopsis

Unleash the transformative power of face to face groups The third edition of this ground-breaking book continues to advance its mission to support groups to do their best thinking. It demonstrates that meetings can be much more than merely an occasion for solving a problem or creating a plan. Every well-facilitated meeting is also an opportunity to stretch and develop the perspectives of the individual members, thereby building the strength and capacity of the group as a whole. This fully updated edition of *The Facilitator's Guide to Participatory Decision-Making* guides readers through the struggle and the satisfaction of putting participatory values into practice, helping them to fulfill the promise of effective group decision-making. With previous editions already embraced by business and community leaders and consulting professionals around the world, this new book is even more insightful and easy to use. New for this edition: 60 pages of brand new skills and tools. Many new case examples. Major expansion and reorganization of the advanced sections of the book. New chapter: Teaching A Group About Group Dynamics Doubled in size: Classic Facilitator Challenges. Substantially improved: Designing Realistic Agendas – now three chapters, with wise, insightful answers to the most vexing questions about meeting design.

## Book Information

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## Customer Reviews

For those who work in organizations - larger or small - in which results are achieved through meetings, committees, work groups, CoP's, etc, effective group work is crucial. The methodology

and wisdom in this book - when applied with persistence and humility - can make significant, positive improvements in the work of the teams and groups in which we participate. The previous edition of the Facilitator's Guide has been an incomparable resource for designing and leading more effective social architecture to get work done across diverse teams, functions and regions in my complex organization. The lessons and guidance I've taken from it have been nothing short of transformative for both my practice and my career. To be clear, this is not a theoretical guide but rather its design is much more like a "job aid" or "field guide" - meaning it's a "hands on" reference in how to design and lead meetings/groups of people more effectively. As such there is a wealth of tools, techniques, templates, and guidelines. But throughout, there is also decades of empirical wisdom about WHY these methods, tools, etc. are effective. Personally, I'm very excited by the new, expanded material and the only downside I see is that the thicker volume will be quite a tome to schlep around, as I like to have it with me to scan and review when designing or refining significant group events. Bottom line: a must have reference for managers, program managers, consultants and not just "facilitators".

New sections include process design, classic facilitator challenges, and how to teach Kaner's core concepts, as well as additional process tools. Given how good the first two editions are, it is remarkable that the third edition is even better. Kaner has included strategies for teaching the groups you work with Kaner's core model of the "diamond of participatory decision-making." And, yes, "Photocopying portions of this book is encouraged for the purpose of supporting a group you are facilitating." He actually wants facilitators to be able to use the book in becoming better at facilitating group decision-making. Even as a facilitator with 40 years of experience, I still got many ideas and deeper understanding of facilitation from reading through this book and its earlier editions. The 30 classic facilitator challenges, which lays out the problem, the typical mistake, and a more effective response, are particularly helpful. Another way in which Kaner helps the reader is the inclusion of a number of real-life examples that put his concepts "on the ground" where they can be used. This book takes you through the steps needed to make facilitation work for you and your groups. And, if you are interested in how facilitation got started, I recommend your taking the time to read the Foreword by Michael Doyle. I suggest that you read through the entire book fairly rapidly using the graphics as a way to hang on to the concepts presented, and that you then pick out sections that seem to be particularly useful to you and put them in practice. The book makes good reading. And even better, if you use it as a guide, it will lead you along the path to more efficient and more effective participatory decision-making.

I would never read this book for leisure, but I'm a facilitator and this is one of my all time favorite facilitation books (I start reading this since 2d edition) which dramatically changed my practice as a facilitator. I think it should be required reading before anyone can lead a meeting. There are many tools and technics. The point, to use them, not just be impressed by or understand concepts. BUY THIS BOOK AND USE IT.

This is an amazingly awesome book. I facilitate child and family team meetings for work. I browse this book before each meeting to make sure that I have "back-up" plans in case something goes wrong or isn't working for that particular meeting. Well worth the money.

Do you lead (or participate in) meetings in which all members need to participate to come to clear and strongly supported decision? Do you facilitate or participate in groups with diverse, even conflicting interests, which need to start or keep making progress on some shared-interest endeavor? Do you want a tool-kit for facilitation skill building? This is the book for you. This facilitators guide to participatory decision-making (perfect for the title), guides leaders and participants with clear language and vivid examples, through:-- founding principles of participatory decision making-- fundamentals skills/techniques/challenges of being a facilitator-- key to reaching sustainable decisions-- bringing groups to effective closure that enhances the chance for future effective decision-making. Note: You can click on the icon of the book and check out the table of contents. Worth a look. I started with the first edition and bought this the 3rd when it came out. This text has been incredibly supportive in my work as a consultant working in small communities around Oregon, as a consultant with nonprofit boards and executives, and in my specialty area serving as interim ED/CEO in nonprofits these past 15 years. The authors have always lead workshops using their material and from these have gained timely and professional feedback. Thus the ever-better editions. It is my judgment and the judgment of many of my close colleagues that this as the best text for both skilled and novice facilitators on this topic. As a 2nd Edition 'owner' who upgraded to this the 3rd, it has way enough new material to make it worth the price of admission! Paul Lipscomb Executive Management Consultant Portland, OR

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