

Five to Fold decision-making

5toFold is a group decision-making process. It is an efficient and powerful way to make both day-to-day and large complex decisions. **5toFold** builds trust, individual responsibility, and accesses the wisdom of the whole group. It leads to sustainable decisions, followed by action.



How To – A Step By Step Guide

BEFORE THE MEETING

- Identify who has which role.
- The sponsor crafts a clear proposal. A thorough proposal includes its purpose, background, who was involved in creating it, who will take it forward, etc. It often helps to involve the facilitator to make sure the proposal is clear and complete.

DURING THE MEETING

Our experience is that 5toFold works best with participants sitting in a circle, without a table. Create a similar feeling online. *We always start with a Transfer In and Hopes & Fears, as taught within the Genuine Contact™ Program.*



1. WELCOME AND CONTEXT

Participants are welcomed, the purpose of the meeting is shared, and the agenda presented.

2. PRESENTING THE PROPOSAL

The sponsor presents the proposal verbally and in writing.

3. CLARIFYING QUESTIONS

The participants ask questions that are intended to gain understanding of the proposal and the sponsor responds. *After all clarifying questions have been answered, the facilitator asks the sponsor how they want to proceed. The sponsor can choose to continue, revise the proposal, or even withdraw it.*

4. SHARING CIRCLE

The sharing circle gives each participant the opportunity to share their perspective on the proposal. First, the talking object goes once around the circle. Then it is put into the centre of the circle and people can share more. This continues until each person had the opportunity to express what was important to them. *After the sponsor has listened to all the perspectives, the facilitator asks the sponsor how they want to proceed. The sponsor can choose to continue, revise the proposal, or even withdraw it.*¹

5toFold *It's simple, but NOT easy*

Using 5toFold will request more of you than we can fit into this guide. Take our Intro workshop to get started on your learning journey: www.5toFold.com

ROLES

Sponsor/s

Create the proposal, present it to the group, share its purpose and background, and respond to clarifying questions. Sponsor/s also participate in talking circle and voting.

Participants

Listen, ask clarifying questions, share their perspective in a sharing circle, and make the decision.

Facilitator

Guides the group through the process; does not participate in discussion or finger-vote.

Here, the sponsor also invites the honest participation of the participants. People will feel if this invitation is genuine, so make sure honest participation is what you truly want!

At this stage, participants are not allowed to share their opinions or perspectives. It's the facilitator's task to ensure participants stay within this boundary.

Use a talking object to allow each participant to speak without interruptions. It is important to build in enough time, as this is each participant's opportunity to share their unique perspective. You never know what others might see that you didn't. Be prepared to be surprised!

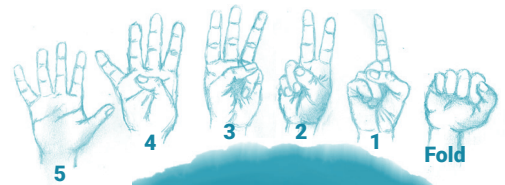
If a proposal is revised, ALWAYS go back to step 2, and continue with 3. + 4. If the group is in alignment with the change, this can be done quickly. If it's a larger change, schedule a new meeting.

¹ Sometimes the sponsor is ready to immediately revise the proposal, for example during a short break. They can also choose to revise and propose at a later stage. Also note that it is at the sponsor's discretion to incorporate feedback from steps 3-4.

5. THE FINGER VOTE

The sponsor reads the proposal out loud and the facilitator invites the participants to give their votes. The votes are given at the same time (ready, steady, go!). The votes are recorded and the concerns of those voting 2, 1, or Fold are documented.

We advise that also during an online meeting, people vote with their real hand/fingers. This invites embodied wisdom.



6. THE DECISION

Based on the results of the vote, the facilitator proceeds according to one of the following alternatives:

- A** If no one has folded, the facilitator announces that the proposal **has** been accepted, then checks in with anyone who voted 1 or 2. Their concerns are recorded in the minutes.
- B** If there has been a Fold, the facilitator announces that the proposal **has not** been accepted, and the person/s who folded are invited to share their concerns which are recorded together with concerns of those who voted 1 or 2.

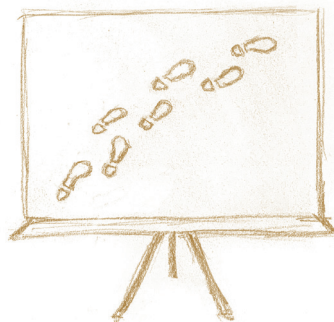
7. CELEBRATE

Celebrate the decision, including a Fold.



8. NEXT STEPS

- A** If the proposal is accepted, clarify, list, and record the next steps necessary to implement the proposal.
- B** If the proposal is not accepted, the facilitator invites the sponsor and participants to reflect briefly on whether or when the topic of the proposal may be revisited for negotiation and further development.
- A+B** In either case, the facilitator ensures that it is clear who takes leadership for the next steps.



9. CLOSING CIRCLE

The facilitator passes the talking object once around the circle. Each participant gets to share a final reflection -- everybody gets to speak, no one has to.

5
I strongly support the proposal and intend to have a leadership role in its implementation.

4
I strongly support the proposal but do not intend to have a leadership role in its implementation.

3
I support the proposal.

2
I support the proposal but have some concerns, which I am willing to share.

1
I have major concerns about the proposal, but I do not block the proposal. I commit to not subvert the proposal and to share my concerns openly with the group.

Fold
I block the proposal. I believe strongly that, if implemented, the proposal will conflict with the purpose of the group at this time. I commit to share my concerns openly with the group, and I am available to contribute to a solution.

Celebrate? Of course! Everything from applause to jungle roars is encouraged and suitable...

The facilitator often invites to a break before the next steps, allowing all participants to reflect and gather their thoughts before the meeting continues.

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Required: Give attribution to the creators – point to the www.5toFold.com website. We recommend educating oneself properly before using 5toFold.