

# S.U.I.T. - A Team Process Tool

“S.U.I.T. up: Share, Understand, Integrate, and Team Decision”

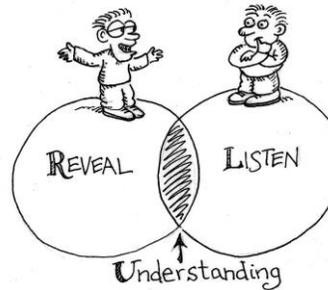
## 1. Share Ideas



Ensure everyone has opportunity to contribute  
Think and express freely and openly - be creative!  
Express unique ideas, even if they are “against the stream”  
One idea at a time...  
yet feel free to build on each idea as it sparks more.  
Explore possibilities and connections between ideas  
**No Evaluation, Judgment, Critique or Debate!!!**

## 2. Understand Ideas

**Be curious!**  
Explore each other’s ideas in detail  
Question, explain, describe ideas to each other  
Show others that you “got it” (paraphrase, summarize)

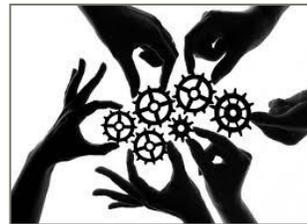


## 4. Team Decision

Revisit the topic/question -  
What is the best decision?  
What team decision process will you use?  
(consensus? democracy? delegation?)  
Commit and Implement  
(who, what, where, when, how)



## 3. Integrate Ideas



Bring distinct ideas together with other ideas  
How does each idea fit  
with the others/with the best possible solution?  
“Reality-check”:  
What is realistic/possible in the current situation?  
Let go of attachment to your own idea  
if better ones become available

## “S.U.I.T. up: Share, Understand, Integrate, and Team Decision” (Before coming together, do some individual preparation)

### **STEP 1:** SHARE all Unique Information (Develop & Express)

- Fully develop and express multiple ideas and resources.
- This is a critical step in success of teams
- Create an open environment so people are not afraid to go against the majority
- Honour each perspective as unique, and valuable to contribute to the pooled knowledge of the team.

*ASK YOURSELF:* Has everyone shared an idea? Have ideas against the majority been shared? Have all possible resources, ideas and options been explored?

**HOT TIP:** NEVER hold back a piece of information, no matter how small or insignificant it may seem.

### **STEP 2:** UNDERSTAND all Presented Information (Question & Understand)

- Explore and question all options to make sure you fully understand other perspectives and ideas.
- This step is often missed!
- You cannot make the best decision based on all possible information if you don't fully understand the information that has been shared
- The best decisions will be generated when there is clear understanding of the shared information
- Question the idea, never the person

*ASK YOURSELF:* Do I fully understand their perspective or idea?

**HOT TIP:** RESTATE or SUMMARIZE what your teammates say in your own words to ensure your understanding is accurate.

### **STEP 3:** INTEGRATE all Perspectives For New Solutions (Integrate & Create)

- Make an effort to integrate the ideas together in order to create innovative solutions.
- Through the process of sharing information and building understanding, ideas may be strengthened, improved, or completely turned upside down
- It is NOT a competition to have your idea win; put aside your pride to find best possible solution

*ASK YOURSELF:* Is there a way that we can incorporate the best of all these options?

**HOT TIP:** SUM UP all of the ideas you have with their pros and cons in order to see possible opportunities for creating innovative solutions.

### **STEP 4:** TEAM Decision (Agree & Implement)

- At this point, the team needs to come to a decision, and prepare to implement the decision.
- What will be your team decision-making process? (consensus? democratic vote? delegation?)
- You may have to revisit the 1st and 2nd steps to make sure all possibilities and constraints are explored.  
CAUTION: This can create an endless cycle of improvements or a stalemate. You may need to all take a step back from the controversy and reconsider things at another time.

*ASK YOURSELF:* Is everyone agreeing just because they are tired of discussion? Or is everyone truly satisfied with the outcome?

**HOT TIP:** TAKE A BREAK from long discussions in order to process the information and develop ideas individually, then share further thoughts when the team re-groups.