

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

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

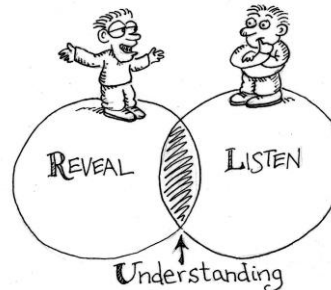
1. Share Ideas



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)

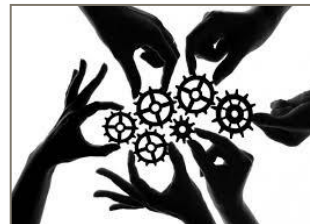


4. Team Decision

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.