

## **STEPS TO REACHING CONSENSUS FIST TO FIVE ACTIVITY**

**Goal:** To reach team consensus about an issue, decision, or activity.

**Roles:** 1 facilitator  
team members

**Materials:** flip chart paper, markers, overhead projector, Fist to Five transparency

**Process:**

1. The list of issues is posted on flipchart paper.
2. The facilitator explains the Fist to Five process.
3. The facilitator shows the Fist to Five transparency and reminds team members what the hand configurations mean. The transparency remains visible during the Fist to Five activity. The facilitator presents one issue at a time.
4. Team members use the following hand configurations for deciding on each issue:
  - 5=Absolutely
  - 4=Yes
  - 3=OK
  - 2=I'd rather not, but I could change my mind if.....
  - 1=No, unless....
  - Fist=Never
5. The facilitator records which items on the list received a 3 to 5 rating from all team members, and those that received a two rating.
6. Once all of the responses to the items have been recorded, the facilitator returns to the items that received a two rating.
7. The facilitator then asks those members who responded with a 1 or 2 rating what made them uncomfortable with the item.
8. The facilitator records the responses on a separate piece of flipchart paper. If the members who responded with a 2 rating have the same reasons for responding, the facilitator puts a √ by the item instead of rewriting it.
9. The facilitator using a round robin strategy asks each team member who responded with a three, four, or five, what the meaning of the item.
10. Again, the facilitator records the responses in the same manner as in Step 8.
11. The facilitator then asks those members who responded with a fist to two, if they would feel more comfortable with the decision if the decision was rewritten to include their concerns.
12. If the team members respond yes, the facilitator using round robin fashion if they agree with the changes. If they agree consensus is reached. If they do not agree, further discussion is given to the item until all team members feel comfortable with the changes.

# FIST TO FIVE



**5 = Absolutely!**



**4 = Yes**



**3 = O.K.**



**2 = I'd rather not, but if.....**



**1 = No**



**0 = Never!**

Rindone, N. K. (1996). *Effective Teaming for Success*. Presented at the workshop for the Kansas State Department of Education, Students Support Services, Boots Adams Alumni Center, University of Kansas, Lawrence, Kansas.