Decision Communication Facilitator Agenda

The Decision Communication Facilitator Agenda helps leaders clearly communicate different types of decisions the team will encounter, setting transparent expectations about who has decision-making authority in various situations. This clarity prevents confusion, reduces decision fatigue, speeds up appropriate processes, and builds trust through transparency. When team members understand which decisions they own, which ones require consultation, and which ones are made elsewhere, they can focus their energy and engage appropriately at each level.

Goal

To establish clear, shared understanding about different decision types, appropriate involvement levels, and communication expectations—creating a more efficient, empowered team culture with appropriate accountability.

Advice

- Introduce this agenda early when forming a team or taking on leadership of an existing team (In order in this tool - Agenda, Decision Types, DACI Framework, Decision Mapping Template, Examples for Education and Nonprofits)
- Revisit and refine it periodically as team maturity and organizational needs evolve
- Use consistent language about decision types across all team communications
- Be willing to discuss and explain the rationale for how decisions are categorized
- Remember that transparency about the process is as important as the decisions themselves
- Acknowledge that decision authority is not about power, but about clarity, efficiency, and appropriate responsibility

Facilitator Agenda

Preparation:

- Schedule an uninterrupted 60-minute session
- Send calendar invitation with brief explanation of purpose
- Print copies of the Decision Mapping Template (one per participant plus extras)
- Prepare whiteboard or flip chart to capture key points
- Optional: Create slides for the four decision types and DACI framework

Timing	What	Why	How
5 min.	**Welcome & Purpose** **Talking Points:** • "Thank you for making time for this important conversation about how we make decisions as a team." • "In the next hour, we'll create clarity about different types of decisions we face and establish shared expectations about who has authority for each type." • "This framework will help us save time, reduce frustration, empower appropriate decision-making, and build trust through transparency." • "My goal is that by the end of our session, everyone will understand when they are decision-makers, when they're providing input to decisions, and when decisions are made elsewhere."	To establish psychological safety for the conversation and set expectations for the session outcomes	Brief presentation by facilitator

Timing	What	Why	How
	Welcome & Purpose, cont'd **Facilitator Notes:** • Set a positive, collaborative tone • Emphasize that this is about clarity and efficiency, not control • Acknowledge that differing expectations about decision authority can be a source of team friction	To establish psychological safety for the conversation and set expectations for the session outcomes	Brief presentation by facilitator
15 min.	**Decision Types Overview** **Talking Points:** "Teams typically encounter four different types of decisions. Let's review each type and discuss examples relevant to our work." **Facilitator Notes:** • Check for understanding after explaining each type • Invite brief examples from team members that might fit each category • Address any confusion before moving on • Emphasize that all four types are appropriate in different situations	To establish shared understanding of decision types the team encounters	Interactive discussion with real examples

Timing	What	Why	How
10 min.	**DACI Framework** **Talking Points:** • "For each decision, different people play different roles. The DACI framework helps clarify these roles." • "DACI stands for Driver, Approver, Consulted, and Informed. Let's discuss what each role means:" **Facilitator Notes:** • Draw or display a simple DACI chart for visual learners • Check for understanding about the difference between Driver and Approver • Emphasize that being Consulted means providing input, not making the decision	To connect decision types with participation roles	Visual presentation of DACI framework with discussion of examples of how roles typically align with decision types
20 min.	**Mapping Our Team's Decisions** **Talking Points:** • "Now let's apply this to our specific team context by mapping some common decisions we face." • "I've prepared a template we can use to categorize decisions and assign roles." • "Let's start by brainstorming some frequent decisions we encounter in our work."	To apply both frameworks to the team's actual decision context and create a shared reference document for future use	Brainstorming followed by group sharing Structured template completion as a team Discussion

Timing	What	Why	How

	Activity Instructions:
	1. Take 2 minutes to individually list 2-3 decisions our team regularly faces.
	2. Share these and create a master list. [Capture on whiteboard or poster]
	3. For each decision, determine:
	   ◦ Which of the four types it falls under
	   ◦ Who typically serves in each DACI role
	   ◦ How we should communicate about this decision
	4. Complete the template together for 5-6 key decisions.
	
	Facilitator Notes:
	• Distribute the template to everyone
	• Start with easier, clearer examples before tackling more complex ones
	• Watch for disagreement about how decisions should be categorized—this reveals important misalignments
	• Aim to complete at least 5 examples as a group, even if you don't get through all brainstormed decisions
		To apply both frameworks to the team's actual decision context and create a shared reference document for future use	Brainstorming followed by group sharing
			
			Structured template completion as a team
			
			Discussion

Decision Types Overview

Organizational Decisions (Made Above)	Team Lead Decisions (Made by Team Leader)
• Decisions made at higher organizational levels that establish direction, priorities, or parameters for our team • **Team's role:** Implementation, providing feedback on impact, and suggesting adaptations when needed.	• Decisions that fall within my direct responsibility and accountability as team lead • **Team's role:** providing input when requested, understanding the rationale, and supporting implementation.
Consultative Decisions (Team Lead Decides with Team Input) • Decisions where Team Lead has final authority but actively seek team perspective before deciding • **Team's role:** Providing thoughtful input, understanding constraints, and respecting the final decision.	**Collaborative Decisions (Made By Team)** • Decisions delegated to our team to make collectively • **Team's role:** Providing thoughtful input, understanding constraints, and respecting the final decision.

DACI Framework

DACI Framework includes roles in the decision-making process - Driver, Approver, Consulted, and Informed.

Driver	Approver	Consulted	Informed
• Coordinates the decision process, ensures appropriate input and communication. • **They ask:** 'Who needs to be involved?' 'What information do we need?' 'How will we decide?' • They manage the process but isn't necessarily the decision-maker.	• Has final decision authority, accountable for the outcome. • **They ask:** 'Does this align with our goals?' 'What are the risks?' 'Is this the right direction?' • There should be only one approver or approving group for clarity.	• Provides input that informs the decision but doesn't make the final call. • **They say:** 'Have you considered...?' 'From my perspective...' 'What about this alternative?' • Being consulted means their input is valued, but they might not see all of it reflected in the final decision.	• People updated on the decision outcome and rationale after it's made. • **They ask:** 'How does this affect my work?' 'What do I need to do differently?' 'When will this change happen?' • "Being informed means you need to know about the decision but weren't part of making it."

Decision Mapping Template

Decision	Decision Type	Driver	Approver	Consulted	Informed

Sample Decision Mapping Template for Educational Organizations

Decision	Decision Type	Driver	Approver	Consulted	Informed
Curriculum adoption for next academic year	Consultative	Department Chair	Principal/ Head of School	Teachers, Curriculum Specialists, Student Representatives	Parents, Support Staff
Individual student accommodations	Leader	Counselor or Special Education Coordinator	Department Chair or Grade-Level Lead	Students, Parents/ Guardians	Administrative Staff
Daily classroom management approach	Collaborative	Grade-Level Teacher Team	Grade-Level Teacher Team	Student Support Staff	Principal, Parents
District-wide strategic plan	Organizational	Strategic Planning Committee	School board	Leadership Team, Faculty Representatives, Parent Association	All Faculty and Staff, Community
Professional Development Focus	Consultative	Professional Development Coordinator	Principal/ Head of School	Faculty Committee, Department Chairs	All Faculty

Sample Decision Mapping Template for Nonprofit Organizations

Decision	Decision Type	Driver	Approver	Consulted	Informed
Annual program priorities	Organizational	Executive Director	Board of Directors	Leadership Team, Program Staff, Key Stakeholders	All Staff, Donors, Community Partners
Grant Application Submissions	Consultative	Development Director	Executive Director	Program Directors, Finance Manager	Board Development Committee, Program Staff
Event planning and execution	Collaborative	Event Coordinator	Event Committee	Program Staff, Volunteer Director	All Staff, Board, Donors
Budget reallocation (within approved budget)	Leader	Treasurer	Executive Director	Program Staff	Board Finance Committee, Staff
Strategic partnerships	Organizational	Partnership Manager	Board of Directors	Executive Team, Program Directors, Community Advisory Group	All Staff, Existing Partners, Funders