1) DESCRIPTION OF THE TOOL

Multivoting

Multivoting is a group decision-making tool used to decrease an extensive list of possibilities to a small one with the priorities that need to be addressed, or with a final selection, with limited argument and little difficulty, through collaborative and structured voting rounds.[1,2]

Multivoting offers a quick and simple way for a group to recognise the options with the highest priority on a list, which require an immediate attention.[1,2]

Multivoting is a group activity.

The average duration of the activity depends on the number of voting rounds.

2) OBJECTIVES OF THE TOOL

Multivoting will allow the individual to:

‣ Improve his/her analysis, assessment, and decision-making competencies;

‣ Identify the priorities, with limited debate and little difficulty;

‣ Select the options with priority from an extensive list;

‣ Improve his/her teamwork competencies.

3) CONNECTION OF THE TOOL WITH THE SKILL

In this activity, each member will have to reflect on his/her preferences, according to his/her order of priorities, and then vote on the selected options.

Therefore, this tool contributes to the development of Judgement and Decision-Making Skills, as it encourages the use of analysis, assessment, and decision-making competencies by each member of the group.

Additionally, this tool contributes, as well, to improve the team effort.

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4) RESOURCE MATERIALS

Multivoting requires the following materials:

‣ Flipchart or whiteboard;

‣ Marker pens;

‣ 5 to 10 white sheets for each individual;

‣ A pen or pencil for each individual.

5) HOW TO APPLY THE SKILL

Step 1 – Start from a large list of possibilities[1,2];

Step 2 – Allocate a letter or a number to each possibility, in order to prevent confusion among options' designations during the vote[1,2];

Step 3 – Vote[1,2]:

‣ First, the group has to decide how many options must be on the final list, and how many possibilities each member will vote for;

‣ Usually, each member of the group has to select one-third of the options on the list by listing the letters or numbers that appear next to those items (e.g. if there are 60 possibilities, each individual will have to choose the 20 options that he/she considers as the most relevant);

‣ Individually, each member of the group has to select the agreed number of options that he/she considers as the most important, rating them in order of priority, with the first choice with the best rating;

‣ Each member of the group may only assign one vote per idea;

‣ Voting could be done by a show of hands or by ballot paper, in order to preserve the confidentiality of the participants.

Step 4 – Register the votes[1,2]:

‣ Place a checkmark next to each option for each vote it received, and register the votes on a flipchart or whiteboard;

‣ Preserve the options with the majority of votes for the next round of voting;

‣ Depending on the size of the group:

  ‣ The options that received 2 or fewer votes should be eliminated, when the team has 5 or fewer members;

  ‣ The options that received 3 or fewer votes should be eliminated, when the team has 6 to 15

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members;

‣ The options that received 4 or fewer votes should be eliminated, when the team has more than 15 members.

Step 5 – Repeat the voting until there are only a few possibilities left[1,2]:

‣ In the following rounds of voting, each member of the group will have to select again one-third of the possibilities, according to his/her order of priority;

‣ The options that were not voted as priorities should be maintained as backup data or for future improvement measures.

6) WHAT TO LEARN

Multivoting is a group activity that provides a fast and simple way for a group to identify the options with the highest priority on a considerable list.

This tool contributes to the development of Judgement and Decision-Making Skills, as each member has to measure his/her choices, taking into consideration his/her order of priorities, and after that has to vote on the selected options.

In this regard, this tool encourages the use of analysis, assessment, and decision-making competencies by each member of the group, and contributes, as well, to improve the team effort.

References:

1 https://www.balancedscorecard.org/portals/0/pdf/descntls.pdf

2 https://asq.org/quality-resources/multivoting

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