

TOOLBOX

FOR ANTI-HIERARCHICAL
GROUP PROCESSES & STRUCTURES



Educat Kollektiv

Tools for anti-hierarchical moderation

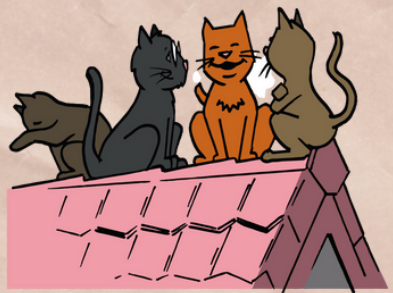


- rotating the moderation!
- Agenda setting beforehand
- everyone can add topics to agenda
- online meetings so that many people can attend
- keeping minutes
- person to remind people to add topics and come to the meeting
- agree on a fixed structure of the meeting
- How am I today? – round (check-in) in the beginning
- feedback round in the end
- time limits on a topic
- hand signs + chat signs
- explain terms and abbreviations
- quotas for speakers, e.g. who hasn't spoken yet comes first, gender ...
- time limits for talking, e.g. 3 sticks/speaking nuts for each person
- feedback cards or emojis to moderation



Tools for anti-hierarchical decision-making

- resource assessment before decision-making
- mental check before decision-making
- to find the reason(s) for lack of initiative in discussion in small groups
- decide together how to make a decision
- flexible process of decision-making, depending on:
 - the (relations in the) group
 - the situation (time, circumstances)
 - the subject
 - the size and structure of the group
- alternatives to majority votes
- give space to hear minority votes
- collective pro & contra list
- sociocratic circle
- 5 steps of decision-making:
 1. what?
 2. discussion in rounds
 3. suggesting solution(s)
 4. questions & concerns
 5. final decision
- 6 steps of consense
- silent discussion (in a pad or on paper)
- spontaneous working groups





Tools for anti-hierarchical participation

- rotation of mandates with time limit
- skillsharing on tasks
- two people share a mandate
- blocked from doing the same mandate again for some time
- exchange on formalized & non-formalized roles
- ressource- & needs assessment
- external supervision
- share knowledge (available & accessible)

Wenn du möchtest, dass wir mit euch einen Workshop zu diesen Methoden geben, schreibt uns gerne an:
[edu.news\(at\)educat-kollektiv.org](mailto:edu.news(at)educat-kollektiv.org)

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