

# Using Slido for Team Decision-making

For remote, hybrid and in-person

# Introduction

Making a decision as a team can be difficult, especially in a hybrid setup or via video conferencing.

In this guide, you will learn how to use Slido to help you **simplify your team decision-making process**, give everyone an equal voice, and save plenty of time.

Instead of lengthy discussions, **put an item to a vote via Slido polls**. Each person gets the **same opportunity to have a say** and you will get the **results instantly** no matter whether there are 10 or 1,000 people at your meeting - you'll be able to **collect opinions from everyone whether they are remote or onsite**.

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# 01 Common challenges of team decision-making

## Groupthink and internal politics

- **Confirmation bias**  
Participants tend to avoid conflict and agree with the most popular ideas rather than challenging them.
- **Top-down decision-making**  
People in certain positions or roles hold more gravitas and influence over decisions.
- **Workplace politics**  
Some people may try to push their own ideas or sway the decision in their favor.

## Inefficiency

- **Lengthy discussions**  
Group discussions move ahead very slowly, thus coming to a decision often takes a long time.
- **Misalignment**  
With multiple people involved in the decision-making, there may occur friction and misalignment.
- **Unclear outcomes**  
Amid the discussions, it is often unclear what the progress is or how/when the decision was reached.

## Lack of inclusion

- **Difficult for remote or hybrid teams to participate**  
Making a decision online is challenging, people talk over each other or don't contribute at all.
- **Lack of democratic principles**  
People aren't given a voice to express their opinion and have a say in team decisions.

## 02 How can Slido help

### Impartiality

- **Democratic and fair voting**  
Voting in a poll makes the decision making process more democratic - everyone can vote anonymously and according to their best conscience.
- **Unbiased decisions**  
Every vote holds the same weight, regardless of one's role, or influence within the org structure.

### Speed & efficiency

- **Saved time**  
Polls allow you to collect input instantly and at scale which saves you valuable time for discussion.
- **Decision is made collectively**  
Misalignment is reduced as everyone has an equal chance to be involved.
- **Clear outcomes**  
Everyone can see the results, which ensures the voting is transparent and the outcome is supported by team's majority.

### Inclusive & remote friendly

- **Easy for remote colleagues to join**  
Include everyone no matter where they are joining from.
- **Asynchronous decision-making**  
Collect votes before or during the meeting, even if the time zone doesn't allow everyone to join in live.
- **Each voice can be heard**  
Everyone has an equal opportunity to participate, regardless of how vocal or shy they are. Voting happens through an app, there's no need to speak up.

## 03 Features and poll templates

### Ranking poll: Let your participants rank their top choices

#### Why use it?

With a ranking poll, you'll get a prioritised list of your meeting attendees' choices. This gives you an insight into their preferences: You'll know which option won, but you'll also know how popular/unpopular the rest of the options are.

#### Examples

- Which projects should we prioritize this quarter?
- What gift should we be giving our business partners?
- On which day should we be having our weekly syncs?



## 03 Features and poll templates

### Multiple choice poll: Let your participants decide on the winner

#### Why use it?

If you need to make a clear decision, put all your options into a multiple choice poll and let your meeting participants vote for their preferred one. You'll usually see the winning result straight away, in case you have a tie, remove the losing options, discuss and vote again.

#### Examples

- Which of these design proposals do you prefer?
- Should we keep our Wednesday syncs? Yes/No
- How should we measure the success of this project?



## 03 Features and poll templates

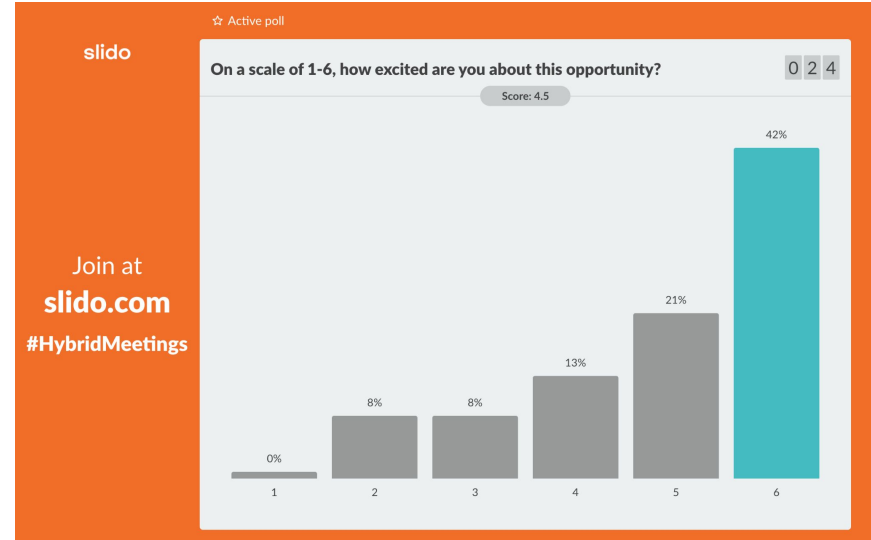
### Rating poll: Take a pulse check on the point of discussion

#### Why use it?

A rating poll allows you to “read the room” and check what is the overall opinion or feeling of your meetings attendees. This gives you the chance to start a discussion, or, on the contrary, if you learn that everyone is on the same page, you can move on to the next item on the agenda.

#### Examples

- On a scale of 1-6, how excited are you about this opportunity?
- How happy are you about this decision?
- 1-10, how much is this project in line with our current company strategy?





## 04 Integrations

Integrate Slido with the tools you already use for a seamless experience.



**PowerPoint**

[Learn more](#)



**Google Slides**

[Learn more](#)



**Webex**

[Learn more](#)



**Microsoft  
Teams**

[Learn more](#)



**Live video**

[Learn more](#)



The following Slido setup might slightly differ based on the integrations that you are using.

05 Slido checklist

# Before the meeting



slido

# Tech setup

1. Go to [slido.com](https://slido.com) and login to your account.
2. Set up your **event name, date** and **event code** in the [Slido settings](#).
3. [Create your polls](#) **before** the meeting. Add all considered outcomes as poll options for people to vote on (*applicable for multiple choice and ranking poll*).

## Optional:

4. [Turn on the SSO or other authentication](#) to prevent participants from casting multiple votes.
5. [Hide the poll results](#) to avoid bias (you can reveal them afterwards).
6. Test how you will **display Slido in** [Present mode](#) during your meeting.

# Meeting checklist

## *For asynchronous decision-making:*

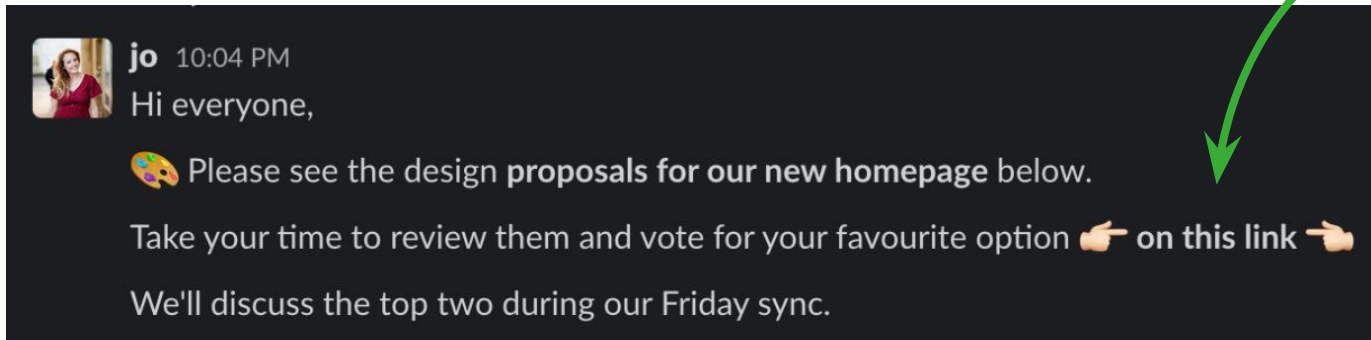
1. [Activate your poll](#) or survey.
2. [Hide the poll results](#) to avoid bias.
3. Share a [Slido's event link](#) with your team to start collecting their votes.
4. **Set up a deadline** and follow-up with your team to submit their input.

# How to communicate Slido

Before  
the meeting

*For asynchronous decision-making*

**Example:**



**Tip:** you can also share the Slido's event link via email or include it with your meeting invite.

05 Slido checklist

During the  
meeting



slido

# Tech setup

1. [Activate your polls.](#)

***Note:** Skip this step in case you've already activated the poll before the meeting.*

2. Once the votes are in, consider [locking the voting](#) to freeze the results.

3. If you had the [poll results hidden](#), click '**Show results**'.

4. **Display the results in [Slido Present mode](#).**

***Tip:** We highly recommend this - when the poll is shown on the screen, it's easier for your meeting attendees to follow the discussion.*

## **Optional:**

5. **Switch between Slido Present mode and your slides** with a [Slido Switcher](#) or use one of our existing integrations ([PowerPoint](#), [Google Slides](#)).

# Meeting checklist

1. **Introduce Slido at the beginning.**
2. **Give participants enough time to think and cast their vote** (in case they haven't done so already).  
*Tip: Once everyone's voted, you can easily reveal the results and present them live on the screen.*
3. **Discuss the outcomes** in the team and agree on the next steps.

## *Optional:*

4. **To make sure everyone knows how to join Slido and vote in a poll, consider running an [icebreaker poll](#) at the start.** This will help you bring people into Slido and it will be easier for them to participate in polls.



# How to communicate Slido

## **Example:**

*“At this session, we will be using Slido to ask for your opinion and preferences via live polls. You will be able to join the conversation by going to [slido.com](#) and entering the [#eventcode](#), or by scanning the [QR code](#).\**

**Tip:** We advise to start the meeting with an [icebreaker poll](#) to include your team right at the beginning and increase the overall level of engagement.

*\* Alternatively, participants can join via [Slido's event link](#). If you are using our Webex or MS Teams integration, participants can join Slido directly in your meeting.*

05 Slido checklist

After the  
meeting



slido

# Tech setup & Meeting checklist

1. Go to the [Analytics tab](#) to view and export your data for further analysis.
2. You can also **include the poll results** in your meeting outcomes.

## 06 **Additional resources**

- [How to facilitate live polls: The complete guide](#)
- [How to simplify your team decision-making](#)
- [How to use a ranking poll at your meetings](#)
- [How to use Slido for small meetings: 10 interaction tips](#)