Template

Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

- **10 minutes** to prepare
- **1 hour** to collaborate
- **2-8 people** recommended

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Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

10 minutes

Team gathering
Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

Set the goal
Think about the problem you'll be focusing on solving in the brainstorming session.

Learn how to use the facilitation tools
Use the Facilitation Superpowers to run a happy and productive session.

Open article

1 Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

5 minutes

A problem statement addresses issues in a timely and efficient manner. They help professionals break down complex situations into tangible goals that they can then communicate throughout an organisation. In every workplace, problems are inevitable. Thus, a problem statement is an effective tool to put into practice so that employees recognise issues before they disrupt multiple functions of the business.

Key rules of brainstorming
To run an smooth and productive session

- Stay in topic.
- Encourage wild ideas.
- Defer judgment.
- Listen to others.
- Go for volume.
- If possible, be visual.

2 Brainstorm

Write down any ideas that come to mind that address your problem statement.

10 minutes

TIP
You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!

Thirisa T V

Study about Employee Attrition rates and Collection of Data

Information Extraction from Employees' Statements

Sarumathy M

fndout the solutions

fnd the root cause of the problem and predict when employee leave

Priya C

Checking the Credibility of the Data Performing Analytics using various methods

Inferring the reason for attrition manually

Priyadharshini

Finding out the results of past surveys

Testing the correctness of the Data

3 Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you and break it up into smaller sub-groups.

20 minutes

Data Collection

- Collection of Data from various sources
- Segregating the available data
- testing the realiability of data
- Checking the Credibility of the Data
- Incorporating Past survey results with our available data
- Joining more datasets and forming a single reliable dataset
- Testing the correctness of the Data

Manual Insights

- Inferring the reason for attrition manually
- Finding out Real world causes for Attrition
- Understanding what makes employees unhappy

Analytics

- Performing Analytics using various methods
- choosing best algorithm for analysis
- Finding out the impact percent of each factor
- Finding out the results of past surveys
- Comparing the Results got with the previous results

Factors

- Incorporating impactful factors for attrition such as inflation
- Emotional Factors of Employees to be considered
- Understanding what makes employees unhappy
- Finding out Real world causes for Attrition
- Time, Work Patterns and Changing lifestyle influencing employee attrition
- Influencing Factors are segregated and re-checked

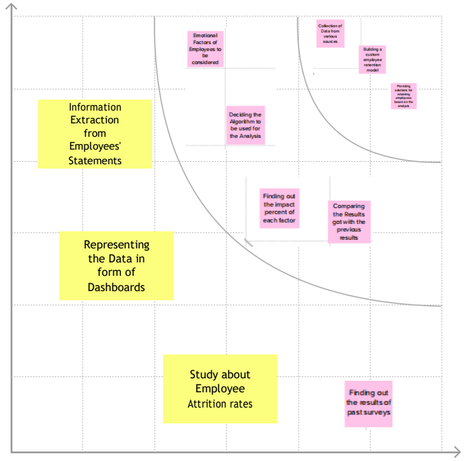
Insights

- Information Extraction from Employees' Statements
- Formulate solutions for lowering attrition
- Inferring the insights
- Representing the Data in form of Dashboards
- Building a custom employee-retention model
- Comparing the Results got with the previous results
- Deriving outcomes and suggestions to lower attrition
- Using data to predict attrition risks
- find the root cause of the problem and predict when employee leave
- Providing solutions for retaining employees based on the analysis
- Providing insights based on various conditions

4 Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

20 minutes



After you collaborate

You can export the mural as an image or pdf to share with members of your company who might find it helpful.

Quick add-ons

- **Share the mural**
  Share a view link to the mural with stakeholders to keep them in the loop about the outcomes of the session.
- **Export the mural**
  Export a copy of the mural as a PNG or PDF to attach to emails, include in slides, or save in your drive.

Keep moving forward

- **Strategy blueprint**
  Define the components of a new idea or strategy.
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- **Customer experience journey map**
  Understand customer needs, motivations, and obstacles for an experience.
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- **Strengths, weaknesses, opportunities & threats**
  Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.
  Open the template

Share template feedback

Need some inspiration?
See a finished version of this template to kickstart your work.
Open example