

# Conductinga brainstorm

Executing a brainstorm isn't unique; holding a productive brainstorm is. Great brainstorms are ones that set the stage for fresh and generative thinking through simple guidelines and an open and collaborative environment. Use this when you're just kicking-off a new project and want to hit the ground running with big ideas that will move your team forward.

(L) 15 minutes to prepare

30-60 minutes to collaborate

**3-8 people** recommended

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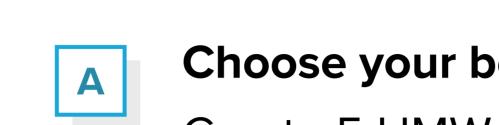




### Before you collaborate

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

① 15 minutes



them to the team.

Choose your best "How Might We" Questions Create 5 HMW statements before the activity to propose

Set the stage for creativity and inclusivity

Go over the brainstorming rules and keep them in front of your team while brainstorming to encourage collaboration, optimism, and creativity.

- 1. Encourage wild ideas (If none of the ideas sound a bit ridiculous, then you are filtering yourself too much.) 2. Defer judgement (This can be as direct as harsh words or as subtle as a condescending tone or talking over one another.)
- 3. Build on the ideas of others ("I want to build on that idea" or the use of "yes, and...")
- 4. Stay focused on the topic at hand
- 5. Have one conversation at a time
- 6. Be visual (Draw and/or upload to show ideas, whenever possible.) 7. Go for quantity
- Interested in learning more?

Check out the Meta Think Kit website for additional tools and resources to help your team collaborate, innovate and move ideas forward with confidence.

Open the website →



## Choose your best "How Might We" Questions

Share the top 5 brainstorm questions that you created and let the group determine where to begin by selecting one question to move forward with based on what seems to be the most promising for idea generation in the areas you are trying to impact.

① 10 minutes

QUESTION

How to resolve Customer's probem '

How might we... [insert

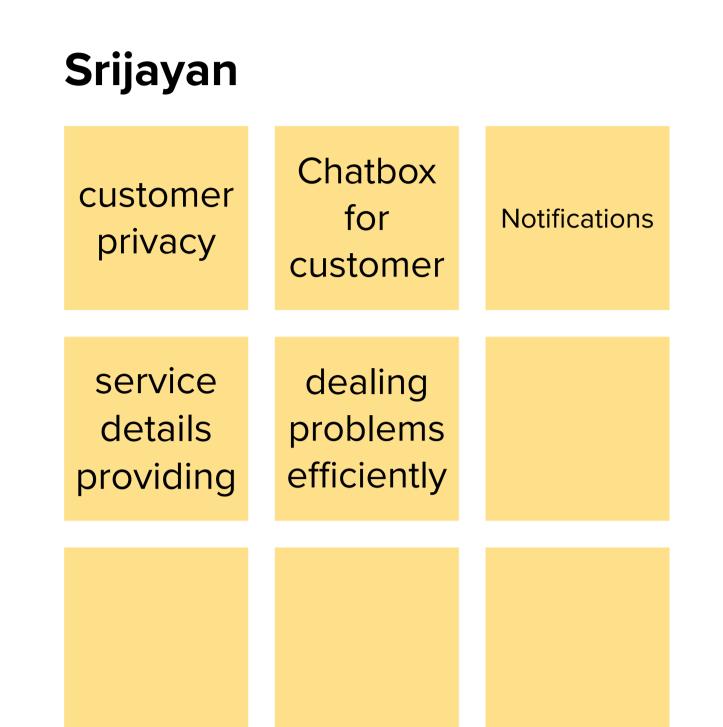
How might we... [insert

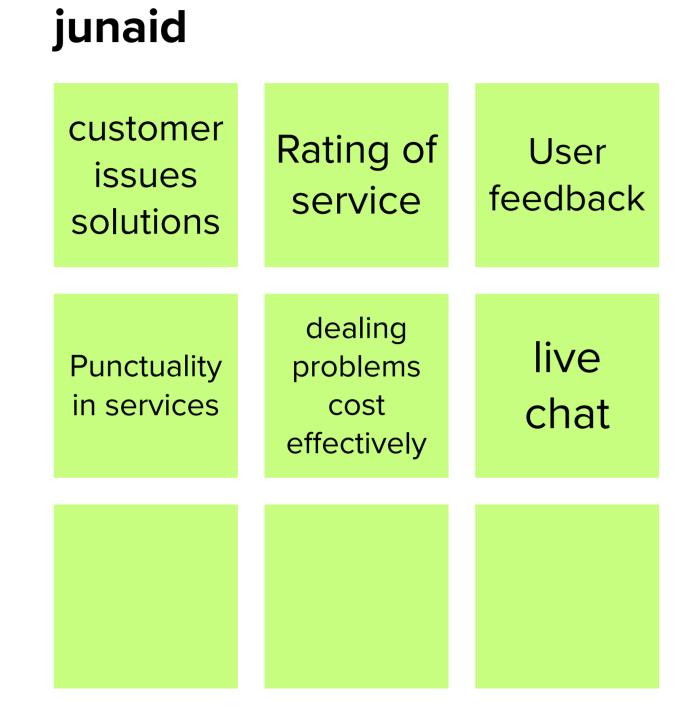


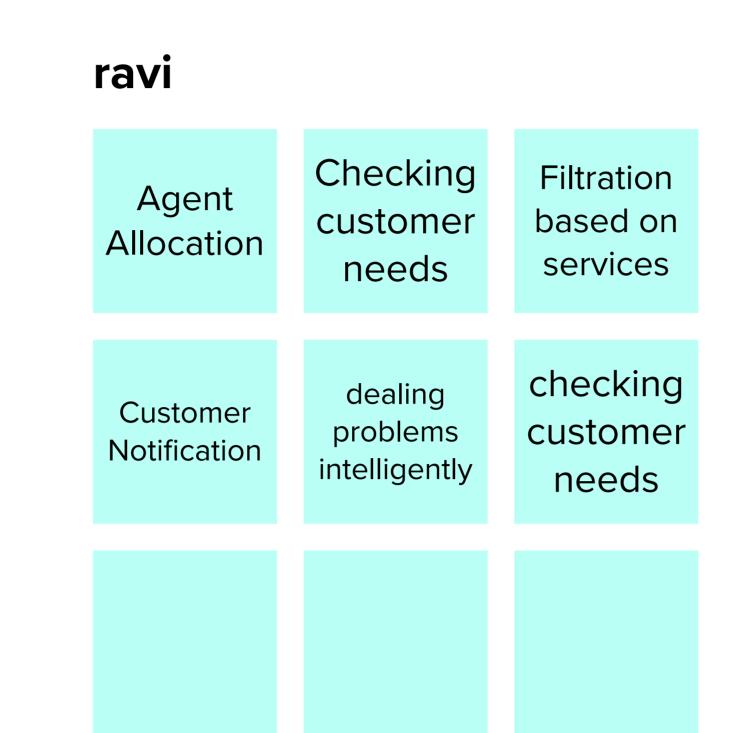
#### **Brainstorm solo**

Have each participant begin in the "solo brainstorm space" by silently brainstorming ideas and placing them into the template. This "silent-storming" avoids group-think and creates an inclusive environment for introverts and extroverts alike. Set a time limit. Encourage people to go for quantity.

① 10 minutes







## Brainstorm as a group

Have everyone move their ideas into the "group sharing space" within the template and have the team silently read through them. As a team, sort and group them by thematic topics or similarities. Discuss and answer any questions that arise. Encourage "Yes, and..." and build on the ideas of other people along the way.

You can use the **Voting** session tool above to focus on the strongest ideas.

① 15 minutes

