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

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

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

PROBLEM

The problem at hand is the absence of a comprehensive system for effectively evaluating and enhancing the effectiveness of HR practices within our organization. This deficiency leads to challenges in assessing the impact of HR management efforts on achieving the desired outcomes, such as attracting, retaining, and developing top talent.

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.

Brainstorm

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

10 minutes

TIP
You can assign a voting area and of the same period timer or merely move to next stage.

Person 1

- Track the percentage of employees leaving the organization over a specific period.
- A high turnover rate may indicate issues with employee satisfaction or dissatisfaction.

Measure the time it takes to fill vacant positions, ensuring a quick response to staffing needs.

Person 2

- Utilize surveys or feedback tools to gauge employee satisfaction and engagement levels.
- Implement training programs to enhance skills and improvement performance.

Monitor the participation and completion rates of training programs, include metrics on skill improvement performance.

Person 3

- Track turnover rates by various factors, such as demographics, job roles, or departments.
- Calculate the cost associated with employee turnover, including recruitment costs, training expenses, and productivity losses.

Develop strategies to address the root causes of turnover, such as improving workplace culture, enhancing employee benefits, or providing more opportunities for growth.

Person 4

- Assess the effectiveness of current HR practices in attracting and retaining talent.
- Identify which HR practices are most effective in reducing turnover.

Implement changes to HR practices based on the analysis and feedback from employees.

Person 5

- Gather feedback from employees through surveys or interviews to understand their perspectives on the reasons behind turnover.
- Calculate the total cost of turnover, including direct and indirect expenses, such as recruitment costs, training expenses, and productivity losses.

Develop a plan of performance appraisal system that aligns with the goals and objectives of the organization.

Person 6

- Analyze feedback from employees to identify recurring themes or patterns.
- Consider implementing flexible work arrangements or benefits that cater to different needs and preferences.

Develop strategies to attract qualified candidates for key positions.

Person 7

- Implement flexible work arrangements, such as remote work or flexible scheduling, to enhance work-life balance.
- Conduct regular performance reviews to assess the effectiveness of HR practices and make adjustments as needed.

To create dynamic dashboards that provide real-time insights and support management efforts.

Person 8

- Regularly monitor and evaluate the impact of HR practices on employee retention and overall performance.
- Stay abreast of emerging trends and best practices in HR management to maintain a competitive edge.

Update and implement HR management over time.

We're concerned about staying compliant with changing labor laws and regulations.

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

TIP
Many colleagues have no idea notes to make it easier for them to understand your idea. Integrate Mentimeter Plus or Miro AI to generate notes quick and easy.

High Employee Turnover: "Our organization is experiencing a high rate of employee turnover, and we need to address this issue."

Recruitment Challenges: "We're struggling to attract qualified candidates for key positions."

Employee Engagement: "Our employee engagement scores are low, and we want to improve workplace morale."

Compliance Concerns: "We're concerned about staying compliant with changing labor laws and regulations."

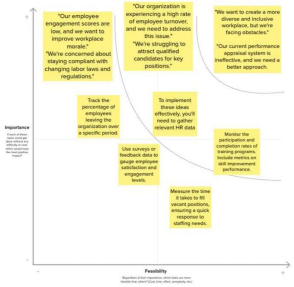
"We want to create a more diverse and inclusive workplace, but we're facing obstacles." "Our current performance appraisal system is ineffective, and we need a better approach.

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

TIP
Participants can use their cursors to point at areas they think are important to the grid. Try Nuvoice.com to add voice notes to any of the ideas position hidden by others on the keyboard.



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

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

Keep moving forward

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

Share template feedback

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See what others are doing in this template by exploring our community.
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