



## 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.

15 minutes to prepare  
2 hours to complete  
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.

- 15 minutes

- 1. **Brainstorming**  
Assign roles and responsibilities to the facilitator and scribe or note taker. Make everyone responsible for your work, without.
- 2. **Write your goal**  
Think about the problem you're trying to solve and what you want to achieve by the end of the session.
- 3. **Invite everyone to contribute**  
Use the Facilitator's Guidebook to set a happy and productive session.

**Define your problem statement**  
What problem are you trying to solve? Frame your problem as a few short, clear statements. This will be the focus of your brainstorming.

- 5 minutes

**PROBLEM**  
"Employee lacking essential skills."  
"Poor communication between management and employees."  
"Ineffective performance evaluation."

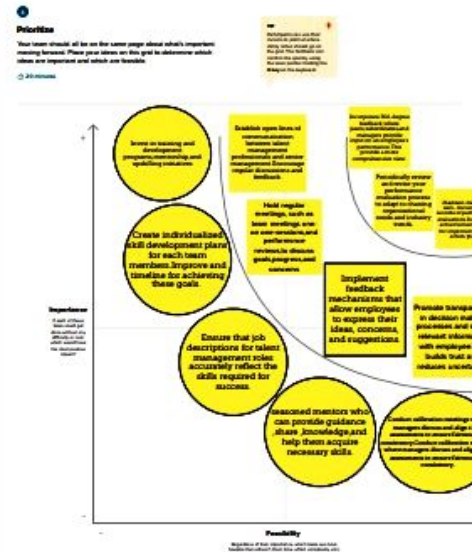
**Key rules of brainstorming**  
To get maximum productivity consider:

- 1. No criticism
- 2. Encourage wild ideas
- 3. Build on others' ideas
- 4. Go for quantity
- 5. Encourage the crazy

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

- 10 minutes

PERSON 1	PERSON 2	PERSON 3	PERSON 4
<b>Focus on building and developing</b> Establish open lines of communication between management and employees. Encourage regular check-ins and feedback.	<b>Hold regular meetings</b> Hold regular meetings with each team member to discuss progress, concerns, and suggestions.	<b>Create individualized skill development plans</b> Create individualized skill development plans for each team member. Encourage them to share their progress and challenges.	<b>Ensure that job descriptions accurately reflect the skills required for the role</b> Ensure that job descriptions accurately reflect the skills required for the role. Update them as needed.
<b>Establish open lines of communication</b> Establish open lines of communication between management and employees. Encourage regular check-ins and feedback.	<b>Hold regular meetings</b> Hold regular meetings with each team member to discuss progress, concerns, and suggestions.	<b>Implement feedback mechanisms</b> Implement feedback mechanisms that allow employees to express their ideas, concerns, and suggestions.	<b>Promote transparency in decision making</b> Promote transparency in decision making processes and share relevant information with employees. This builds trust and reduces uncertainty.
<b>Encourage all employees to contribute</b> Encourage all employees to contribute their ideas and suggestions. This builds trust and reduces uncertainty.	<b>Hold regular meetings</b> Hold regular meetings with each team member to discuss progress, concerns, and suggestions.	<b>Implement feedback mechanisms</b> Implement feedback mechanisms that allow employees to express their ideas, concerns, and suggestions.	<b>Promote transparency in decision making</b> Promote transparency in decision making processes and share relevant information with employees. This builds trust and reduces uncertainty.



**After you collaborate**  
You can expect the results of your session to be shared with members of your company who might find it helpful.

Quick add-ons

- 1. **Write the plan**  
Write a plan for the session. This will help you stay on track and ensure that you cover all the topics that are important to you.
- 2. **Share the plan**  
Share the plan with the team. This will help them understand the session and their role in it.

Group meeting feedback

- 1. **Share the feedback**  
Share the feedback with the team. This will help them understand the session and their role in it.
- 2. **Share the feedback**  
Share the feedback with the team. This will help them understand the session and their role in it.



Brainstorming session

