MASTERING MEETINGS: USING THE MAGIC OF BRAINSTORMING

A 60-MINUTE WEBINAR

One of the most challenging issues surrounding meetings is the idea of creativity – generating ideas, brainstorming and developing options.

1) When scheduling a brainstorming meeting, set _____ in advance using the agenda (which you will distribute in advance of the meeting).

2) Have attendees of the brainstorming session bring their own lists of _____

   or _____.

3) Consider sending a _____to attendees a few days before the meeting to jog their memories – and their creative juices.

4) _____-type activities can be helpful in encouraging a free-flow of ideas. For example:

   What Am I?
   Ask participants to think of the name of an object that begins with the same letter as their last name. Examples: B = books!, E = eggs, G = gold, K = koala, P = peanut, T = tree and so on. Have each participant write that word on a post-it-note and put the post-it note on their palm (so they can hold up their hand and others can read the word). Now ask the participants to mingle around the room and combine their object with someone else's to create something new (adapted from www.creativitypost.com).

   Examples:
   • *Books + Eggs = A cookbook for egg-lovers.*
   • *Gold + Koala = Goldilocks and the three koalas!*
   • *Peanut + Tree = A peanut-growing tree.*

   Opposites Attract
   Prepare copies of a list of common words such as sun, white, chair, house, pen, etc. Pair participants and have them recite the words, followed by the "opposite." Once they have given the usually-common answer (sun/moon), challenge them to come up with two more words that are opposite (or nearly opposite) of the original word (sun/cloud or sun/night)

   Game Day
   Use an actual game such as Boggle or Scrabble to "loosen" up minds. You can purchase letter tiles - for a Scrabble-like game - at Amazon or Oriental Trading Company. Consider having a "theme" and timing the creation of words. Example: Theme = animals, 5 minute time limit, whichever group creates the most words wins a bag of candy ☺.

5) What kinds of icebreaker-type activities have you used or participated in?

_____

_____

_____

6) Start the meeting with some _____comments and activities.

7) Consider holding the meeting _____.

8) Choose a _____who can help everyone feel comfortable.

9) _____can be very effective for creative thinking.

10) At the beginning, encourage _____over_____.

11) To help encourage participation, make sure everyone has the same

    _____of the issue you are brainstorming.

12) Real brainstorming involves no _____; in
    fact, sometimes the more outlandish, the better.

13) Try to include a _____group.

14) Remember that _____process differently than _____.

15) If your group is not in the same building, consider "_____".

16) Follow closely the same process you would use for a standard meeting: example - end the

    session with clear assignments for _____.

17) Set a _____at the beginning of the session.

18) Don't dig into one idea too deeply too _____.

19) Allow for _____contributions.

20) The meeting should progress from _____to _____.

21) Watch for opportunities to _____.

22) Make sure that the group gets_____for ideas that are
    implemented.

23) _____every idea or suggestion.

24) To ensure that everyone participates in the meeting, try these techniques:

a) Pass a _____ from participant to participant; when someone catches the ball, they comment on a previous suggestion or offer a new idea.

b) Pass out _____to each participant. They have to spend at least 1 of their pennies by offering an idea or suggestion, but can't spend more than 5 at one meeting.

c) After thoroughly explaining the issue to be discussed, have participants

_____to get the conversations started.

d) Have everyone bring at least _____on slips of paper; put all the slips into a basket, then pass the basket. Have each person draw out the same number of ideas he/she put into the basket and share the ideas on those slips of paper before narrowing ideas to be thoroughly discussed.

e) Create a culture that expects_____.

f) Make it _____to participate.

g) Bring them into the conversation _____.

h) Heighten your _____of who is participating.

i) Watch for _____that someone has something to add.

j) _____after a brainstorming session to determine how well you encouraged and included others to participate.

What techniques have you used to encourage participation at meetings?

_____

_____

_____

Notes to self: What are TWO things I will do differently to encourage brainstorming and participation?

1) _____

_____

2) _____

_____