

# Brainstorming

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- Clarify topic to be brainstormed
- Quietly think of ideas
- Each person provides idea without any discussion or reaction from the group
- Build off each other's ideas



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## Facilitator

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- Manage the group process and ensure balanced participation by all members of the group.
- Alert the group when the discussion is not focused on the agenda.



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## Leader

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Prepares the Agenda, and helps move the team through the agenda by eliciting participation from all



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# Multi-Voting

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- Review the list of generated ideas
- Clarify/Explain as needed by the individual who stated the idea
- Combine similar ideas and number them
- Discuss selection criteria
- Each member selects 1/3 of the top ideas
- Repeat the voting process of 1/3 until a few ideas remain to take action on



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# Participant

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- Follow Ground Rules!
- Keep an open mind to new ideas
- Arrive early to start on time
- Communicate with all staff to share progress and gain their interest and ideas
- Have Fun



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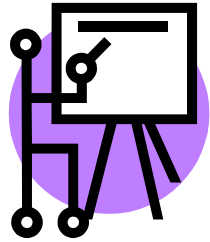
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## Recorder

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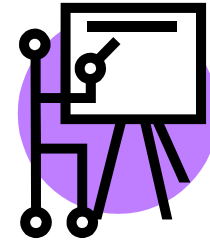
Keeps the visual record for the team and tracks the “next steps/ action” and parking lot lists.



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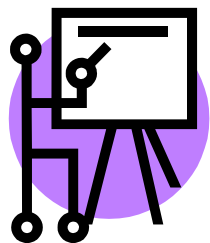
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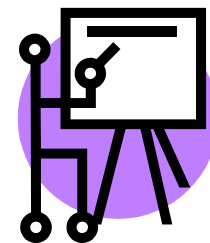
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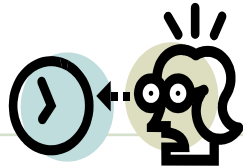
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# Timekeeper

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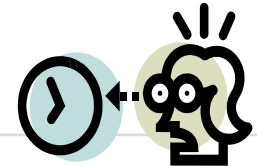
- Keeps the team on time through tracking time remaining for each agenda item and when necessary, requesting the team to re-negotiate time to complete discussions and actions
- Announce 1/2 way through the time
- Give one minute warning
- Time is up



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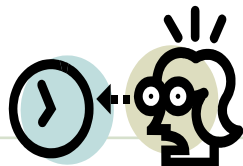
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