

Initiate Problem Solving thru Quick Team Input

WHY DO THIS: You want to get team input on a challenging problem.

WHAT IT IS: In 25 minutes, you can get a team to provide input, organize it, and report out on key themes for solving the problem. This provides a leadership team with an easy-to-facilitate method of getting bottoms-up input.

HOW:

1. Get crystal clear on why you are meeting with the group – write it down on a flipchart or power point to show them
2. Create a clear, easy to understand question for which you need input from the team
3. Write the question on a chart or slide
4. When you convene the group tell them *why* they are there
5. Warm the group up by stating your goal, and getting some initial verbal input (keep this to a few minutes)
6. Stop the input and tell the group that in order to get *everyone's* ideas captured, you need them to write it down and organize it from their perspective (this is key)
7. Use post-it notes to get individual input
 - a. Provide half a pack of post-it notes to each person in the room
 - b. Ask people to spend three minutes writing down their ideas
 - c. Put each idea on a separate post-it note
8. Ask team to post ideas on self-titled flip-charts
 - a. the first person to start posting writes a title on the chart
 - b. have about six blank pieces of flipchart paper posted
 - c. DO NOT pre-label the charts – that puts *your* perspective and organization on the data – you want *theirs!*
 - d. Trust the process – people will self-organize and move quickly – just nudge them along

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9. Have team members organize the data into logical “chunks”
 - a. Once the data is posted, ask people to go to the chart that interests them most, or second most
 - b. Ask them to organize so people are spread evenly
 - c. Have the teams at each chart organize the post-its into meaningful “chunks” or suggestions, ideas, actions etc.
 - d. People should use markers to label each chunk, so others in the room can easily see what they have
10. Team members at each flipchart station give 3 minute report-outs on findings
11. All teams take 5 minutes to give you ideas on how to apply the findings

NEXT STEPS:

Be sure to let the team know how you used the input and what changed as a result of the input.