

TEAM COLLABORATION **METHODS**

METHOD: CAROUSEL BRAINSTORMING

WHEN TO USE THIS METHOD:

- You want the team to actively engage in generating ideas.
- You have a big enough training or meeting space to work in.
- You need to make group decisions.

MATERIALS NEEDED

- Paper and pens
- Flip chart or whiteboard
- Markers

GENERATE IDEAS

1. Form groups of three to five. Give each group a different marker and have them gather around a flip chart.
2. Write an open-ended question at the top of each flip chart.
3. Allow 2-3 minutes for team members to write their ideas to the questions on the flip chart.
4. Rotate team members until everyone has had the opportunity to generate a list of ideas on each flip chart.

DEBRIEF

DECIDE

<ul style="list-style-type: none">• Discuss the ideas on each flip chart. Ask for clarification, look for patterns, and solicit feedback.	<ul style="list-style-type: none">• Depending on the desired outcome, ask team members to vote on each idea by placing a check mark next to the ideas they feel strongly about.
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DIGITAL ALTERNATIVE: TRICIDER (WWW.TRICIDER.COM)

METHOD: ANONYMOUS GROUP

WHEN TO USE THIS METHOD:

- You have a team with a number of introverted thinkers.
- Everyone is really busy.
- The team needs to generate ideas and best practices.
- You need to make group decisions.

MATERIALS NEEDED

- Flip chart or whiteboard
- Sticky notes and pens for each team member

GENERATE IDEAS

1. Write a question on a flip chart or whiteboard.
2. Invite team members to silently write their ideas on sticky notes, one idea per note.
3. Ask team members to place their sticky notes on the flip chart or whiteboard.
4. Ask a volunteer to read the sticky notes, allowing questions for clarification only (no judging, agreeing/disagreeing, debating, or criticizing of ideas).

DEBRIEF

DECIDE

- Discuss the ideas on the sticky notes. Ask for clarification, look for patterns, and solicit feedback. Group similar ideas together by moving the sticky notes.

- Depending on the desired outcome, ask team members to vote on each idea by placing a check mark next to the ideas they feel strongly about.

DIGITAL ALTERNATIVE: STORMBOARD (STORMBOARD.COM) OR GOOGLE DOCS

METHOD: MIX-PAIR-SHARE

WHEN TO USE THIS METHOD:

- You have a team with a number of extroverted thinkers.
- You want team members to meet new team members or get to know the people they work with better.
- The team needs to generate ideas and best practices.
- You have a big enough training or meeting space to work in.

MATERIALS NEEDED

- Paper and pens
- Flip chart or whiteboard
- Markers

GENERATE IDEAS

1. Ask team members to stand up and find a partner (preferably someone they don't work with often or don't know well).
2. Write or say the question or problem.
3. Partner 1 responds to the question. Partner 2 listens and jots down key ideas.
4. Allow 2–3 minutes and instruct the pairs to switch roles.
5. Instruct team members to find a new partner.
6. Depending on the desired outcome, ask the group to discuss the same question or problem, or move on to the next one.

DEBRIEF

DECIDE

<ul style="list-style-type: none"> • Ask each team member to silently summarize the ideas he or she recorded and choose their top one or two to share with the group. • Write the ideas on a flip chart or whiteboard. Ask for clarification, look for patterns, and solicit feedback. 	<ul style="list-style-type: none"> • Depending on the desired outcome, ask team members to vote on each idea by placing a check mark next to the ideas they feel strongly about.
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DIGITAL ALTERNATIVE: POLL EVERYWHERE (WWW.POLLEVERYWHERE.COM)