

An InnovatorsBox® Innovation Worksheet

How to Lead Inclusive Brainstorming

Building your Team and Producing Results through Creativity

Facilitating a thoughtful and effective meeting is more than bringing the greatest minds into one room. Even when everyone is together, your meetings can sometimes feel unproductive. Professionals and leaders spend hours in meetings every day with little progress and high stress.

How will you ensure your next meeting, whether it is a brainstorming session, weekly team meeting, or team building session, is effective? In this worksheet, we provide you with questions to consider to run a more productive and creative meeting.

Before the meeting

- What is the purpose of the meeting? What are the participants expecting to get out of the meeting? Are the purpose and expectations aligned?
- Have I communicated the value and expectations of this meeting to all participants? What is the most effective way to communicate the expectations?
- Who should be in this meeting? Will they be integral to making a decision or achieving the goal of the meeting?
- In the past, what did I like and not like about these types of meetings? Why?
- What is the room arrangement like for the meeting? Does the arrangement encourage productive discussions or new ideas?
- Is there anything I want participants to prepare before they come into the meeting to ensure a more effective discussion? How would they submit their part to me? Is there a deadline for that submission?
- Have I reviewed all of my logistics? For example, A/V and technical equipment, food and refreshments, and venue arrangement?



Notes:

During the meeting

- How do I want my participants to feel as they walk into the meeting room? How can I set that energy and environment?
- What activities will I conduct throughout the meeting to maintain a high level of energy in the room?
- What meeting structure will encourage attendees to participate and contribute easily without feeling disrupted, left out, or judged?
- How will I pace myself throughout the meeting to not run over or lose time?
- What are ways I can encourage participants to reflect, listen, discuss, and present their ideas to keep them engaged and present throughout the meeting?
- How do I want the participants to feel as they walk out of the meeting room?
- How will I ensure I accomplish my goals in the meeting before the participants leave?
- Are there clear deliverables and actionable steps after the meeting ends for myself and the participants?

Notes:

After the meeting

- When will the meeting notes be shared with the group? Who is responsible for sharing them?
- How do I maintain the momentum?
- How will I hold the group accountable for any action items and deliverables after the meeting?
- What are things I will do again for the next meeting? Why?
- What are things I will do differently for the next meeting? Why?

Notes:

info@InnovatorsBox.com
INNOVATORSBOX.COM

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