

# 3. BrainGrouping

## Specifications:

- Duration: 1 hr 15 mins - 3 hrs
- Participants: 3 - 10
- Environment: face-to-face, Teams or Zoom



# BrainGrouping – collect ideas

The screenshot displays the BrainGrouping interface. At the top, there is an orange navigation bar with tabs for 'Collect', 'Select', 'Create', 'Develop', and 'Group'. The 'Collect' tab is active. On the right side of the bar, there are icons for help, a lightbulb, a timer, and a close button. Above the bar, the numbers '3' and '2' are visible in blue circles. The main content area is titled 'How to make sure all employees opinions are heard in decision making'. Below the title is a large text editor with a '1' in a blue circle. To the left of the text editor, there is a 'Participants (1/4) Invited users(2)' section showing profile icons for VM, J, and JH, along with a plus sign. On the right side, there is a 'Filter & Sort' section and a list of ideas. Each idea is represented by a yellow bar with a profile icon, a number, and the text of the idea. The ideas are numbered 6 through 12.

Collect Select Create Develop Group

How to make sure all employees opinions are heard in decision making

1

Participants (1/4) Invited users(2)

VM J JH +

Filter & Sort

Support 31.7.2020 klo 10.55.39  
12 Somebody has a role to facilitate internal short messaging platform

Jouni Halme 31.7.2020 klo 10.55.18  
11 We investigate new alternative ways of involving team in decisions making

VM Veikko Mantere 31.7.2020 klo 10.55.06  
10 Virtually is easy to arrange 15 minutes webinars, what is going on. Feedback is collected from participants through internet

Jouni Halme 31.7.2020 klo 10.54.14  
9 We use chat in remote meetings and ask everybody to share their opinion there to the topic under discussion

Support 31.7.2020 klo 10.53.25  
8 Every second week the boss is telling what he has done based on personnel's ideas

Jouni Halme 31.7.2020 klo 10.53.23  
7 We use chat in remote meetings and ask everybody to share their opinion there to the topic under discussion

Jouni Halme 31.7.2020 klo 10.52.59  
6 Meeting agendas are shared in advance and participants are asked to prepare for the meeting

1. Ask participants to write ideas to the text editor. Target minimum 100 ideas.
2. Set the timer for 15 – 30 minutes
3. Ask participants to launch stimuli pictures after 7 - 10 minutes by clicking the black light bulb icon. You can also give other spoken stimuli.

# BrainGrouping – select

1

Collect Select Create Develop Group

Filter & Sort → Share

Drag idea here to create a new group.

+ Write name of the group here

12 Somebody has a role to facilitate internal short messaging platform 3

11 We investigate new alternative ways of involving team in decisions making 2

6 Meeting agendas are shared in advance and participants are asked to prepare for the meeting 2

5 Sprint meeting model, everybody knows what is happening 2

10 Virtually is easy to arrange 15 minutes webinars, what is going on. Feedback is collected from participants through internet 1

8 Every second week the boss is telling what he has done based on personnel's ideas 1

4 We emphasize in general communication that we value participation and diverse opinions as a company. 1

2

3

1. Ask participant to move to *Select* phase
2. Ask everyone to read through the ideas quickly and drag the interesting ones to groups while reading. Guideline is to select 10 – 20 % of ideas.
3. Reading and selecting will take about ½ min for every 10 ideas, e.g., 5 mins for 100 raw ideas. Set the timer on.

# BrainGrouping – create

The screenshot shows the 'Create' phase of the BrainGrouping process. The interface is divided into a left sidebar and a main content area. The sidebar contains a 'Show Unused' button and two idea cards: '12 Somebody has a role to facilitate internal short messaging platform' and '11 We investigate new alternative ways of involving team in decisions making'. The main content area has a title 'Let's find new digital ways to involve everybody to decision making' and a form with three sections: '1. Describe your proposal', '2. What are the benefits of your proposal', and 'Attachments'. A 'Submit' button is at the bottom right. Numbered callouts (1-5) are placed over the interface to indicate the steps: 1. 'Create' tab, 2. 'Describe your proposal' section, 3. 'What are the benefits of your proposal' section, 4. 'Attachments' section, and 5. 'Submit' button.

1. Move to *Create*

2. Ask participants to write 1 – 2 proposals based on the ideas on the left

3. Ask participants to 1) answer all questions that you added when creating the workshop and 2) name the proposal

4. You can have an optional short pair discussion in the beginning of this phase to get new perspectives to proposals

5. Duration: 5 - 10 minutes for the pair discussion and 10 - 25 minutes for proposal creation. Set the timer on.

1. Move to *Create*
2. Ask participants to write 1 – 2 proposals based on the ideas on the left
3. Ask participants to 1) answer all questions that you added when creating the workshop and 2) name the proposal
4. You can have an optional short pair discussion in the beginning of this phase to get new perspectives to proposals
5. Duration: 5 - 10 minutes for the pair discussion and 10 - 25 minutes for proposal creation. Set the timer on.

# BrainGrouping – develop

The screenshot displays the 'develop' phase of the BrainGrouping tool. At the top, an orange navigation bar contains icons for 'Collect', 'Select', 'Create', and 'Develop', along with a 'Group' label and utility icons (help, lightbulb, timer, close). A sidebar on the left lists several proposals, with the selected one, 'Let's find new digital ways to involve everybody to decision making', highlighted in blue. The main content area shows the proposal title and three numbered steps: 1. Describe your proposal, 2. What are the benefits of your proposal, and 3. Propose concrete next steps for the implementation of your proposal. Below the steps is an 'Attachments' section. To the right, a 'Development comments' section features a text input field with a 'Submit' button and two user comments.

**1** Collect Select Create Develop Group

**2** Let's find new digital ways to involve everybody to decision making

**3** Development comments

**4** Let's find new digital ways to involve everybody to decision making

**5** We need to make sure that all managers are committed and driving this change. This could be done for example by including it as objective in their annual targets.

**6** 0 Edit

**1. Describe your proposal**  
We investigate new digital tools that would allow asynchronous decision making processes that would support involving widely our personnel. Once we have identified and launched the platform, we should dedicated team that would promote and support the usage.

**2. What are the benefits of your proposal**  
1. Personnel would be spending less time in meetings as most of the decision making would n  
2. Decision making would be more transparent

**3. Propose concrete next steps for the implementation of your proposal**

**Attachments**  
No attachments

**Development comments**

We need to make sure that all managers are committed and driving this change. This could be done for example by including it as objective in their annual targets.

Submit

Jouni Halme 31.7.2020 klo 15.28.47 0  
I'm a volunteer for moderating.

Jouni Halme 31.7.2020 klo 15.28.10 0 Edit  
I've heard a lot of positive comments about DecideNow. We should definitely include it to our tool review.

1. Ask participants to move to *Develop*
2. Everyone presents their proposals in 3-5 minutes.
3. Set also the timer on
4. You can highlight the idea by clicking on the pin icon.
5. During presentation, everyone posts their development comments. After presentations you may give 5-15 minutes time for additional commenting.

# BrainGrouping – prioritize and build

The screenshot displays the BrainGrouping interface. At the top, there is an orange navigation bar with buttons for 'Collect', 'Select', 'Create', and 'Develop'. A 'Group' tab is active. On the left, a sidebar lists several proposals, with the selected one being 'Let's find new digital ways to involve everybody to decision' (2 likes). The main content area shows the details of this proposal, including a title, a description, and three numbered steps: 1. Describe your proposal, 2. What are the benefits of your proposal, and 3. Propose concrete next steps for the implementation of your proposal. Below the steps is an 'Attachments' section with 'No attachments'. On the right, a 'Development comments' section shows a text input field with a 'Submit' button and two comments from Jouni Halme. A red circle with the number '1' is placed over the 'Edit' button, and another red circle with the number '2' is placed over the 'Submit' button.

1

2

Collect Select Create Develop Group

**Let's find new digital ways to involve everybody to decision** 0

**Better and more efficient meetings** 0

**Let start to use visual sprint model** 0

**Let's find new digital ways to involve everybody to decision** 2

**Let's find new digital ways to involve everybody to decision** 0

**1. Describe your proposal**  
We investigate new digital tools that would allow asynchronous decision making processes that would support involving widely our personnel. Once we have identified and launched the platform, we should dedicated team that would promote and support the usage.

**2. What are the benefits of your proposal**  
1. Personnel would be spending less time in meetings as most of the decision making would n  
2. Decision making would be more transparent

**3. Propose concrete next steps for the implementation of your proposal**

**Attachments**  
No attachments

**Development comments**

We need to make sure that all managers are committed and driving this change. This could be done for example by including it as objective in their annual targets.

Submit

Jouni Halme 31.7.2020 klo 15.28.47 0  
I'm a volunteer for moderating.

Jouni Halme 31.7.2020 klo 15.28.10 0 Edit  
I've heard a lot of positive comments about DecideNow. We should definitely include it to our tool review.

1. You can ask the participants to prioritize the proposals by liking the 2 – 4 best proposals
2. After the workshop, the facilitator can export results to Word-document from the front page by clicking the export icon. You can move to the front page by clicking the cross.
3. The topic owner builds his/her own solution as next step in Word by combining the best part of the best idea concepts.