

2. Concept storming

Specifications:

- Duration: 35 - 60 minutes
- Participants: 3 - 20, recommended under 10
- Environment: face-to-face, Teams, Zoom or Google Meet



Concept storming – collect

The screenshot shows the Orchidea interface for a concept storming session. The session title is "How to make sure all employees opinions are heard in decision making". The interface includes a top navigation bar with "Collect", "Select", "Create", "Develop", and "Group" options. A "Participants (1/4) Invited users(2)" section shows avatars for VM, J, and JH. The main area displays a list of ideas, each with a number, a timestamp, and a user profile picture. The ideas are:

- 12 Somebody has a role to facilitate internal short messaging platform
- 11 We investigate new alternative ways of involving team in decisions making
- 10 Virtually is easy to arrange 15 mitutes webinars, what is going on. Feedback is collected from participants through internet
- 9 We use chat in remote meetings and ask everybody to share their opinion there to the topic under discussion
- 8 Every second week the boss is telling what he has done based on personnell's ideas
- 7 We use chat in remote meetings and ask everybody to share their opinion there to the topic under discussion
- 6 Meeting agendas are shared in advance and participants are asked to prepare for the meeting

1. Ask participants to write down ideas. Target 10-15 ideas per participant or about 60 ideas in total.
2. Set the timer: 5 mins for easy topic and up to 15 mins, if you need more ideas and use stimuli
3. If stimuli is needed, you can ask participants to launch it themselves by clicking the black bulb icon

Concept storming – vote

1

Collect Select Create Develop Group

Filter & Sort

Drag idea here to create a new group.

No item found

12 Somebody has a role to facilitate internal short messaging platform

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

10 Virtually is easy to arrange 15 minutes webinars, what is going on. Feedback is collected from participants through internet 2

9 We use chat in remote meetings and ask everybody to share their opinion there to the topic under discussion

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

7 We use chat in remote meetings and ask everybody to share their opinion there to the topic under discussion 2

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

3

1. Ask participant to move to *Select* phase
2. Ask everyone to select the most potential ideas. Give criteria for voting and the number of votes per participant (15 - 25 % of total idea count)
3. Reserve ½ min time for reading and voting 10 ideas, e.g., 3 mins for 60 ideas, set the timer on.

Concept storming – select

1 Filter & Sort

- Show own
- Show others
- Show selected
- Show unselected
- Show used
- Show unused
- Sort: Most selected ✓

2

3

4

1. Ask everyone to sort the ideas based on popularity by choosing *Filter & Sort* => *Sort: Most selected*
2. Choose one of the most voted ideas for further development
3. Everyone drags the chosen idea to empty area on the top right
4. Chosen idea can be complimented by dragging supporting ideas to the same group

Duration: 1 – 3 minutes

Concept storming – create

The screenshot shows the 'Create' stage of a concept storming session in the Orchidea platform. The interface is divided into several sections:

- Navigation Bar:** An orange bar at the top contains tabs for 'Collect', 'Select', 'Create' (active), 'Develop', and 'Group'. On the right, there are icons for help, ideas, timer, and close.
- Left Panel:** A sidebar with a 'Show Unused' button. It displays 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'. Below the cards is a 'Show ideas not in group' button.
- Main Content Area:**
 - Title:** 'Let's find new digital ways to involve everybody to decision making'.
 - Section 1:** '1. Describe your proposal'. The text reads: '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 a platform, we should have a dedicated team that would promote and support the usage.' A timer icon is visible next to the text.
 - Section 2:** '2. What are the benefits of your proposal'. A text box contains: '1. Personnel would be spending less time in meetings as most of the decision making would be transparent', '2. Decision making would be more transparent', and '3. |'. A timer icon is visible next to the text.
 - Section 3:** '3. Propose concrete next steps for the implementation of your proposal'.
 - Attachments:** A section with an attachment icon and a 'Submit' button.
- Right Panel:** A vertical sidebar with the text 'No item found' and a scroll bar.

1. Ask participants to move forward by clicking *Create*.
2. And to write solution proposals based on the selected idea(s) now visible on the left.
3. Ask participants to answer also the sub questions that you added when creating the workshop.
4. Set the timer on, about 5-15 minutes.

Concept storming – develop

The screenshot displays the 'Develop' phase of a concept storming session. The interface is divided into several sections:

- Navigation Bar (1):** Located at the top, it includes buttons for 'Collect', 'Select', 'Create', and 'Develop'. The 'Develop' button is highlighted, and a 'Group' label is visible to its right.
- Proposal List (4):** A vertical list on the left side shows several proposals. The selected proposal, 'Let's find new digital ways to involve everybody to decision making', is highlighted in dark blue.
- Proposal Details (2):** The main content area shows the details of the selected proposal. It includes the 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 this is an 'Attachments' section with the text 'No attachments'. A '6' is placed above the proposal title.
- Development Comments (5):** A section on the right titled 'Development comments' contains a text input field with the text: '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.' A 'Submit' button is located to the right of the input field. Below the input field, two comments are visible, each with a user profile picture, name, and timestamp.

1. Move to *Develop*.
2. Everyone presents their proposals in 1-3 minutes.
3. Set on the timer for the entire presenting time.
4. Highlight the presented idea by clicking the pin icon.
5. During presentation, everyone can post their development comments.
6. You can ask everyone to prioritize the proposals by liking the best proposals.
7. The topic owner forms her own solution from the proposals after the workshop.