2. Concept storming

Specifications:

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

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Concept storming – collect

(i) Collect Select Create Develop Group	Ø 🖲 🛇 🖉
How to make sure all employees opinions are heard in decision making	Filter & Sort
1	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
Participants (1/4) Invited users(2)	 We investigate new alternative ways of involving team in decisions making Veikko Mantere 31.7.2020 klo 10.55.06 Virtually is easy to arrange 15 mitutes webinars, what is going on. Feedback is collected from participants through internet
	Journal Halme 31.7.2020 klo 10.54.14
	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 personnell'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

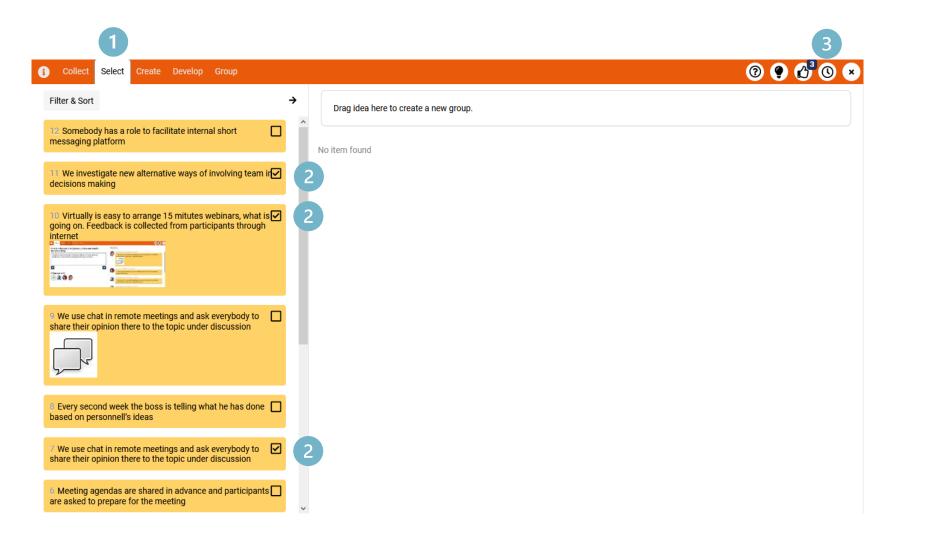
 Ask participants to write down ideas. Target 10-15 ideas per participant or about 60 ideas in total.

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- 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



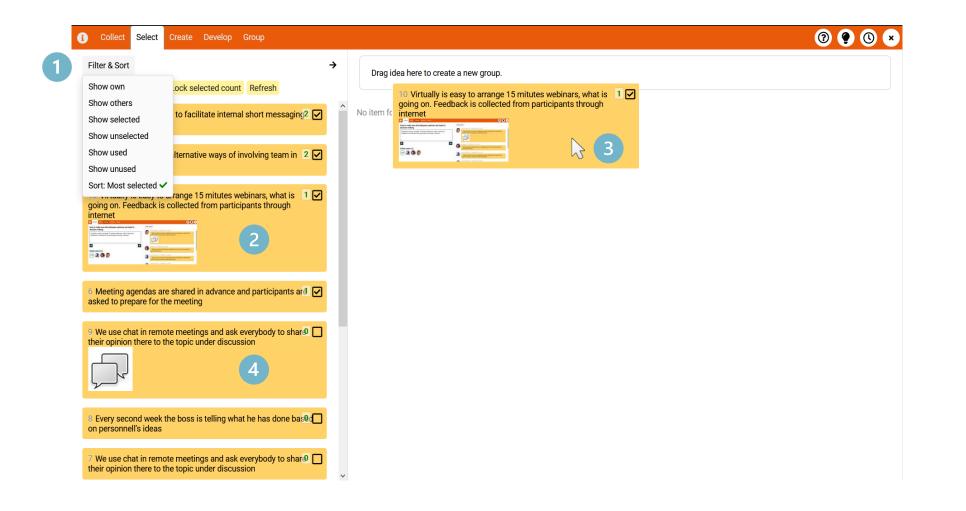
Concept storming – vote



- 1. 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



- 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

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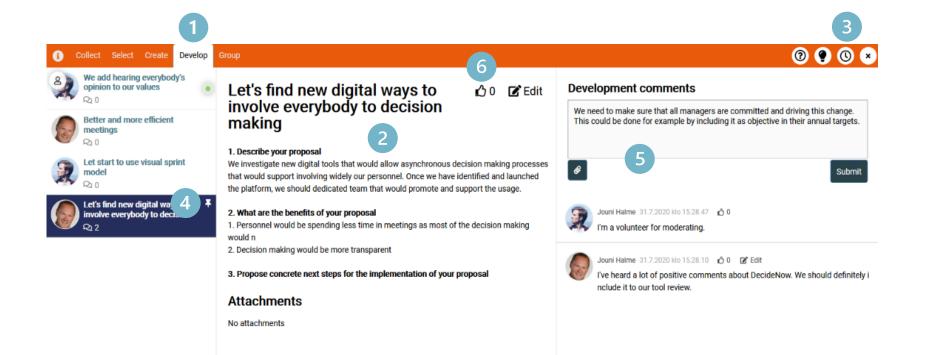
Concept storming – create

Collect Select Create Develop Group		4 ⑦ ⑦ ©
Collect Select Create Develop Group Show Unused 12 Somebody has a role to facilitate internal short messagi ng platform 2 11 We investigate new alternative ways of involving team i n decisions making 2	Let's find new digital ways to involve everybody to decision making 1. Describe your proposal We investigate new digital tools that would allow asynch widely our personnel. Once we have identified and laund platform, we should dedicated team that would promote and	No item found
w ideas not in group	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	
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- 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



- 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.

