

1. Quick brainstorming

Specifications:

- Duration: 20 minutes
- Participants: 3 - 20, optionally multiple groups at the same time
- Environment: face-to-face, Teams, Zoom or Google Meet

Quick brainstorming – collect ideas

The screenshot displays the Orchidea brainstorming interface. At the top, there is a navigation bar with tabs for 'Collect', 'Select', 'Create', 'Develop', and 'Group'. The main title of the session is 'How to make sure all employees opinions are heard in decision making'. On the left, there is a text editor area with a large '1' indicating where to enter ideas. Below 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 for adding more users. On the right, there is a 'Filter & Sort' section and a list of ideas. Each idea is displayed with a user profile icon, a timestamp, and the idea text. The ideas are numbered 6 through 12. A large '3' is placed above the top right corner of the interface, indicating the third step in the process.

Collect Select Create Develop Group

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

1

2

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 mitutes 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 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

3

1. Ask participant to write ideas to the text editor in the top left part of the page.
2. Pressing Enter or clicking the paper plane icon publishes the idea.
3. 10-15 minutes for ideation, set timer on

Quick brainstorming – stimuli

The screenshot displays the Orchidea brainstorming interface. At the top, a navigation bar includes 'Collect', 'Select', 'Create', 'Develop', and 'Group'. The main topic is 'How to make sure all employees opinions are heard in decision making'. Below the topic, there is a large empty text box for notes. A 'Participants (1/4) Invited users(2)' section shows avatars for VM, J, and JH. On the right, a 'Filter & Sort' chat window shows messages from participants, with a '1' in a blue circle highlighting the top message. At the bottom, a 'Stimuli' gallery titled 'Random pictures' shows six images: a log, a 'Cafe WINDSOR' sign, a directional sign, a cartoon, a truck, and autumn trees. A '2' in a blue circle highlights the directional sign. A 'Tip' section provides instructions on how to use the stimuli. A '3' in a blue circle highlights the 'Refresh' icon in the stimuli gallery.

1. The facilitator can ask participants to launch stimuli pictures for themselves after some minutes ideation by clicking the black bulb icon. Stimuli pictures are not needed if you only collect opinions from the group
2. Clicking a picture expands it to full size. Clicking beside of the picture gets it small again
3. Participant can refresh the pictures by clicking the refresh icon.

Quick brainstorming – prioritize

The screenshot shows the Orchidea interface with the 'Select' tab active. The 'Filter & Sort' menu is open, showing options like 'Show own', 'Show others', 'Show selected', 'Show unselected', 'Show used', and 'Show unused'. The 'Sort' dropdown is set to 'Most selected'. The main area displays a list of ideas with checkboxes. A 'Filter & Sort' menu is open, showing options like 'Show own', 'Show others', 'Show selected', 'Show unselected', 'Show used', and 'Show unused'. The 'Sort' dropdown is set to 'Most selected'. The main area displays a list of ideas with checkboxes. A 'Filter & Sort' menu is open, showing options like 'Show own', 'Show others', 'Show selected', 'Show unselected', 'Show used', and 'Show unused'. The 'Sort' dropdown is set to 'Most selected'. The main area displays a list of ideas with checkboxes.

1. Everybody moves to prioritizing the ideas by clicking the *Select* tab

2. Ask participants to mark the most potential ideas by selecting them

3. Review the results by asking participants to sort the ideas based on popularity by choosing *Filter & Sort => Sort: Most selected*