

Prepare to Brainstorm

Instructions: Now that you have explored and defined the problem, you are ready to brainstorm. Brainstorming is an active, collaborative process that will not be completed in this toolkit, but rather on the wall in your space. Use the guidelines below to help your team generate potential solutions to the problem you identified. If you do not have adequate wall space, you can collect ideas in this toolkit.

MATERIALS NEEDED...

- 3 HMW questions, each on written on the top of a separate piece of chart paper
- Wall space for 3 pieces of chart paper
- A timer
- 1 thick black marker (sharpie) per person
- 1 pad of square post-its per person
- 1 set of circular stickers per person
- Creative and collaborative brains!

RULES OF BRAINSTORMING...

- Generate as many ideas as possible - go for quantity over quality at this point in the process
- Encourage out of the box, wild ideas that have never been tried before
- Build on the ideas of others - say, "Yes, and!"
- Don't be negative about other people's ideas - or your own!
- Let go of your expertise - even if you have already tried something, maybe it would be worth trying again
- Stay focused and work as a team
- Show and say your idea so that your teammates can remember it and use it as inspiration

BRAINSTORM PROCEDURES

1 PRE-BRAINSTORM

Set the Space

- As a team, choose your three best HMW questions you created from the previous section.
- Rewrite them each on a piece of separate chart paper in big enough handwriting that everyone on your team can read them when they are posted on the wall.
- Stick the three pieces of chart paper on the wall in an area where everyone on your team can crowd around. If you do not have adequate wall space, collect your ideas in the following pages of the toolkit.
- Make sure every member of the team has a pad of square post-it notes and a thick black marker (sharpie).
- Set the timer for ten minutes.
- If you are not able to hang chart paper on the wall, use the *Group Brainstorm* page further in this section of the toolkit.

Solo Brainstorm

- In order to get ready to participate in your group brainstorm, use the *Solo Brainstorm* sheet to generate three ideas on your own using your team's HMW questions.

2 CONDUCT A GROUP BRAINSTORM

- Start with the first HMW question.
- Have everyone gather around that one sheet of chart paper - you will only brainstorm on one question at a time.
- Have a member of the team read the HMW question out loud and make sure that everyone understands the question.
- Start the timer or stopwatch.
- Everyone works together to generate as many ideas as possible. Follow the Rules of Brainstorming above.
- For each idea that is generated, the team member who generated it should write it down (one per post-it) and then stick it on the chart paper while also saying it aloud. Don't explain or debate - just keep going.
- If you are running out of ideas, use the creativity prompts below.
- After the timer goes off, switch to another HMW question and repeat these steps.

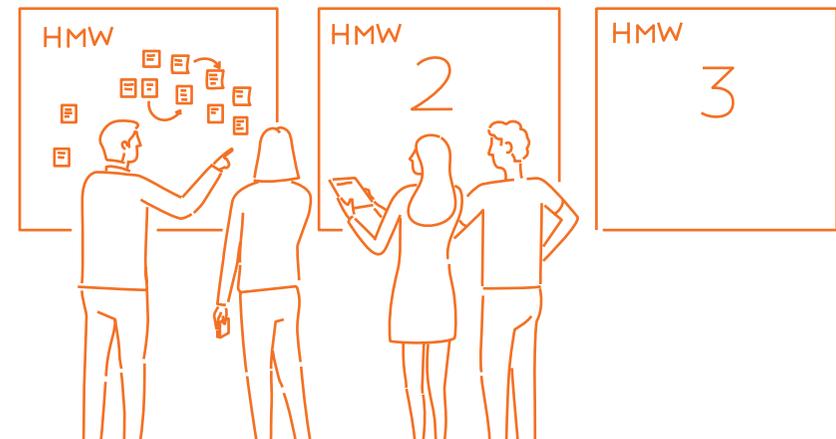
CREATIVITY PROMPTS

- How would a sports coach solve this problem?
- How would a superhero solve this problem?
- Draw inspiration from a festival or celebration.
- How would you solve this problem if you had unlimited resources?
- How would you solve this problem tomorrow?

3 POST-BRAINSTORM

Sort & Select

- Once you have completed three rounds of brainstorming (one for each HMW question), take a few minutes and sort the ideas you have generated into groups. The HMW questions don't matter any more - you can group one idea from question #1 with another idea from question #3.
- Look for patterns and similar ideas to group. Think about kinds of ideas: events, people, format (i.e. games, the internet, etc.). You are looking for thematic similarity not identical matches.
- Once the ideas have been sorted, give everyone three circular stickers. Each sticker represents a vote. Each person gets three votes based on the following criteria:
 - Most likely to delight the stakeholder (one vote)
 - Most likely to succeed at improving holistic learning outcomes (one vote)
 - Most likely to create learning opportunities (one vote)
- Have everyone stick their circular sticker on a specific post-it, not just a group.
- Once everyone has voted, take a step back and identify the three ideas with the highest number of votes.
- Take down those three ideas as well as the post-its that are clustered around those ideas. You will transfer these ideas into the Idea Selection page of the toolkit.



BRAINSTORMING TIPS

- Keep it high energy - play music and have everyone stand if possible.
- Practice being in an open-minded, optimistic mindset - we can do anything!
- Be sure that every idea is written down, said aloud and stuck to the wall.
- Refer to the Rules of Brainstorming if you get off-track.