

BRAINSTORMING GUIDELINES

*****FOCUSED*****

It's important to **START** and **STOP** on time

One Common Goal – many ideas
for getting there

STAY FOCUSED on the topic

LISTEN and **AVOID REPETITION**

*****FAIR*****

SHARE the time and stay **OPEN-MINDED**

There will be times we will need to...

AGREE TO DISAGREE!

*****FUN*****

Remember to play well with others...

No KICKING, SCRATCHING,

OR BITING ALLOWED...!



FACILITATOR'S INSTRUCTIONS

- 1.** As a group, read through and agree to the Suggested Ground Rules and Brainstorming Guidelines
- 2.** Have the group choose a recorder who will keep notes of the discussion
- 3.** Make sure everyone understands the group's assignment and how much time is allotted
- 4.** Guide the discussion around the table
- 5.** Remind members of the Ground Rules and Brainstorming Guidelines, as appropriate
- 6.** Lead the group in summarizing their discussion
- 7.** When time is almost up, be clear about what main point(s) will be reported from your group's discussion
- 8.** Most importantly...

HAVE FUN!!!

