



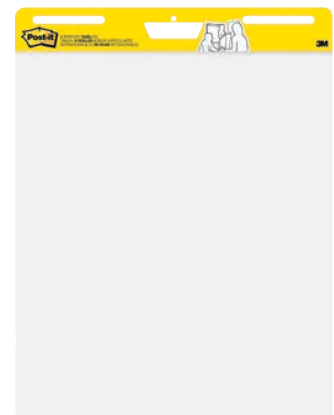
COLLABORATION
CENTRAL

Nominal Group Technique — getting everyone into the act

Participation is key when generating great ideas. The nominal group technique provides a structure for everyone to contribute to a brainstorming session.

- 1. IDENTIFY THE SUBJECT OF YOUR BRAINSTORMING SESSION.** Write it on a Post-it® Super Sticky Easel Pad and hang it on the wall for all participants to see.
- 2. ENCOURAGE INPUT.** Grab some Post-it® Super Sticky Notes. Have each participant write down as many ideas relating to the focus as possible within 5 minutes. One Post-it® Note per idea.
- 3. SHARE IDEAS.** After 5 minutes have passed, have each participant share one idea aloud. The moderator will record it on a Post-it® Super Sticky Easel Pad for everyone to see. During this step, it's important to follow these additional guidelines:
 - a. Discussing ideas at this stage is not allowed. Simply record the idea and move on to the next person.
 - b. Shared ideas don't have to come from that participant's written notes — in fact, a participant may be inspired by something shared prior.
- 4. DISCUSS AND CLARIFY.** Have the group discuss the shared ideas to clarify any questions as far as meaning, logic, etc.
- 5. NOW IT'S TIME TO VOTE!** Have the group identify the top ranked ideas and continue another round of brainstorming if the situation (and time) warrants.

Post-it® Super Sticky Easel Pad



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