



QUICK IDEAS

COMMUNICATION BOARDS

Place Post it note pads all over the table before the meeting begins. Put large sheets of newsprint (one marked with Bright Ideas and one marked with a Big ?).

During the meeting if anyone comes up with an idea about something other than what the team is discussing or thinks of a random question, ask them to write it on post it notes. At the end of the meeting have team members post all of their notes. Save 5-10 minutes to read through the questions and bright ideas. This offers everyone the opportunity to share ideas and ask questions.

PATS

Do some of your Members hold their own conversations during your meetings? Do you hear excuses like “ I haven’t seen him/her all week”, “I just wanted to thank him/her for...”, “I just wanted to remind him/her”? Provide small pieces of paper and encourage Members to write down positive comments or reminders. At the end of the meeting, read all of the “Pats on the Back” aloud. Explain to your team that this is an opportunity to share reminders for events or programs, thank others for their help, or share something that is funny.

REMEMBER:

- Introduce the exercise
- Explain it thoroughly
- Process it completely