

Instructions:

You can use this template to run a Brainwriting session with your team. It's a great way to explore a topic, answer a question, or solve a creative problem together.

1	Print a copy of the brainwriting worksheet for each member of the group.
2	Decide how much time to allow for each round of creative thinking, and agree on how many rounds you want to have.
3	Appoint someone as the moderator. This person should give everyone a copy of the brainwriting worksheet and get them to fill in the date and the focus of the activity.
4	Start your brainwriting session! Everyone writes down three ideas that they think are worth exploring, in the three spaces given for Round One.
5	When the time is up, the moderator collects in all the worksheets, then hands them out again at random, making sure that no one has a sheet that they've written on before.
6	During each subsequent round, everyone writes down three further ideas. These can build on an idea that someone else has written on the worksheet, or it can be a brand new idea.
7	After the final round, the moderator presents all the ideas contributed on the worksheets. The group discusses these and decides which ideas to take forward.

For more information about Brainwriting, visit:

www.mindtools.com/pages/article/newCT_86.htm.

Template Brainwriting



Date:

Focus (the topic, question or problem that you want to explore):

	Idea 1	Idea 2	idea 3
Round 1			
Round 2			
Round 3			
Round 4			
Round 5			
Round 6			