

# Brainstorming Checklist

## INSTRUCTIONAL STRATEGIES

### INSERT I FOR STEP 1

## Introduction

A ten-minute warm-up session sets the tone for the main session. A simple problem is proposed. The warm-up session demonstrates the type of ideas that may be offered and shows that evaluation is excluded. The chairperson and notetaker become clear about their roles. Behaviors to look for:

- ☐ Teacher or chairperson reviews format of brainstorming session, including suspended judgment.
- ☐ Chairperson proposes a simple problem to brainstorm and leads a 10-min session with notetaker practicing his/her duties.

## Teach/Practice

The chairperson states the problem. Members of the group propose ideas in an “anything goes” fashion. Behaviors to look for:

- ☐ Students work in groups of 6 to 15.
- ☐ Chairperson stops people who evaluate or criticize.
- ☐ Chairperson facilitates the flow of ideas by pointing to speakers.
- ☐ Notetaker uses students own words, keeps up with rhythm and records on a chart or board where all can see the list.
- ☐ Group waits through a lull or pause to see if another wave of ideas is released.
- ☐ Chairperson stops session at end of time or when it’s clearly done.

## Conclusion

Participants have a means for submitting further ideas once the session is over. The list of ideas is sifted to extract the useful ones. Behaviors to look for:

- ☐ Chairperson sets up a process for submitting further ideas.
- ☐ Chairperson sets up a process for storing and recording ideas permanently.
- ☐ Chairperson reviews purpose of evaluation, and group (or a subgroup) discusses ideas and sorts them into
  - ideas of immediate usefulness,
  - ideas for further exploration,
  - new approaches to the problem.
- ☐ Subgroup (if used) reports findings to brainstorming group.

## Personal Family includes:

### Synectics Brainstorming

- GOAL: Creativity
  - Focuses on development of personal self through creative expression by promoting fluency, flexibility, originality, elaboration.
- TEACHER BEHAVIORS:
  - Facilitator and Stimulator
- LEARNER BEHAVIORS:
  - Exploring, creating, inventing

## Brainstorming includes:

### Introduction

- Review procedures for brainstorming session through practice.

### Teach/Practice

- Chairperson states the problem.
- Group proposes ideas in non-judgmental format.

### Conclusion

- Follow up.
- Evaluation of process.

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