How to use your

Team Brainstorming Session Kit

Instructions on how to use your kit and make the most of it.

FORGE
BY LEMNOS

What's in it?

Online Canva whiteboard link with:
- Problem Solving Cards
- Framing Statement
- Prioritisation Matrix
- Action Plan

Why do we use Canva for our online toolkit links?

- **Cost-Free Access:** Canva is free for all the tools you need to use the kits, making it an accessible platform for everyone. Beyond our toolkit, explore a wide array of features without any financial barriers.
- **User-Friendly Interface:** Canva's intuitive interface makes it easy for users, regardless of their technical proficiency, to engage with the toolkit effortlessly.
- **Collaborative Capabilities:** Canva supports real-time collaboration, enabling teams to work seamlessly together, provide feedback, and make edits concurrently.
- **Versatility:** Canva's diverse range of design tools and features empowers you to go beyond traditional offline templates and kits. Infuse creativity into your strategy sessions with visuals, icons, and more.
- **Cloud-Based Access:** Canva operates in the cloud, ensuring your work is accessible from any device with an internet connection. This flexibility is invaluable for dynamic and remote teams.
- **Integrated Tools:** Canva offers a suite of integrated tools, simplifying tasks like adding text, shapes, and images. This integration enhances the overall user experience and productivity.

By choosing Canva, Forge by Lemnos ensures that your online experience is not just practical but enjoyable, fostering a collaborative and creative environment for developing exceptional products and services.

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Team Brainstorming Session Kit

Starting a collaboration can be overwhelming, but it's important to gather all the key people you would like to have input from before you begin. Once you have everyone, be sure to consider the following:

1. Start with the Endgame: Begin by defining your session's objective. Are you generating ideas, solving a problem, or aligning on a strategy? Set the stage for a productive session with a clear goal.
2. Select Your Leader: Choose a brainstorming leader to guide the session, ensure all voices are heard, and keep the discussion on track. This leader will play a crucial role in managing the flow of ideas and steering clear of distractions.
3. Unleash Creativity: Encourage your team to think big and bold. Use the kit's creative tools to explore different perspectives, capture all ideas, and ensure everyone feels free to contribute without judgment.
4. Capture and Prioritize Ideas: Use the shared space to record all ideas. Group similar thoughts, evaluate their feasibility, and prioritize the best ones for action. This step is about turning raw ideas into actionable plans.
5. Plan and Execute: Develop a clear roadmap for implementing the top ideas. Assign responsibilities, set deadlines, and create checkpoints to keep the team on track and ensure the plan moves forward efficiently.

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