



Planner for Brainstorming

Use this checklist to plan brainstorming sessions and to check back afterward on which elements need improvement or revision. If students are leading the sessions, share the checklist and techniques with them ahead of time to help them build their leadership and facilitation skills.

Topic/question: _____

Date:

Getting Ready

Topic question is clear and specific.

Places provided for writing responses (board, easel/pad, paper) that all can see.

Getting Started

Guidelines are clear and understood by all:

- Participants can say whatever response comes to mind.
- Responses are recorded without judgment. There are no right, wrong, or silly responses.
- The more responses, the better.

Timekeeper, recorder (to write down responses), and facilitator (to make sure all responses are heard) have been selected.

Looking Back Checklist

Question was well understood.

Question needed too much explanation; should be reworded.

Time limit:

Reasonable Needed more time Too much time

Participants responded well, providing lots of responses.

Atmosphere was relaxed, comfortable.

Responses were too quiet, limited.

Participants were shy; needed encouragement.

More conversation needed beforehand.

Responses were out-of-control; shouting; needed better facilitation.

Responses were useful.

Everyone could see response list.

Session led to next steps.

I thought the process was useful.

Participants seemed to find process interesting/helpful/useful.

Comments:

Revision notes:

