

## Steps for a brainstorming session:

1. Identify a facilitator for the session (you or someone else in the group).
2. Set aside 30 minutes to an hour for the session.
3. Post the rules for brainstorming in the room and review them with the group.  
Remind the group of the rules if they are broken.
4. Write all ideas on a board or on paper using their exact words. Do not edit or summarize their ideas.
5. At the end of the session schedule a follow-up meeting to review the ideas and select the ones to test. Don't try to do this at the brainstorming session. Instead, give people time to reflect and consider the options before choosing.

## Guidelines to facilitate predictive brainstorming.

1. Do not criticize or judge ideas. This is the most important rule!
2. Focus on drafting as many ideas as possible, no matter how good or bad they seem.
3. Build on and add to each other's ideas. Let other people's ideas inspire you.
4. Encourage wild ideas to generate creative solutions.

## Source and additional information:

Agency for Healthcare Research and Quality. Job aid: running effective meetings. Available from:

[https://www.ahrq.gov/downloads/ncepcr/pf-modules/meetings/story\\_content/external\\_files/Job%20Aid\\_Effective%20Meetings.pdf](https://www.ahrq.gov/downloads/ncepcr/pf-modules/meetings/story_content/external_files/Job%20Aid_Effective%20Meetings.pdf)