



OK Training Tribute

OK Training Tribute Committee.
Hosted by the Office of Personnel Management Website

Brainstorming: Beyond the Flip Chart by Lisa Hays

I have to admit something right up front when I hear the word "Brainstorming" my mind immediately goes to visions of flip-charts, colorful markers and one poor person writing as fast as they can and getting the only workout in the group as they turn back and forth a hundred times between the group and the chart. I didn't understand until I researched the topic that there is so much more to Brainstorming and the method behind it than I once thought.

Brainstorming is actually a tool that when done correctly can result in an untapped source of creative ideas. Brainstorming sessions take planning. They can't be thrown together and have successful results. The foundation of these sessions determines whether we, as trainers, will see results or failure.

The success of brainstorming comes from participants feeling free to express their creative ideas. This is done by establishing ground rules. The standard ground rules for brainstorming include everyone is equal, no criticism of ideas and quantity over quality. The rules would also include procedures for submitting ideas such as if ideas will be given one at a time or if interruptions are allowed to build on others ideas and so forth.

The trainer/facilitator should also consider the location. Brainstorming sessions don't have to occur in a conference room with four walls. Sometimes a change of

scenery or an area that participants don't associate with "usual boring meetings" can assist in the creative process and make it fun. It also allows participants to relax and become comfortable.

When the brainstorming session is in full swing ensure that the participants are comfortable. Know your group in that some may not be comfortable speaking out in a group at the very beginning. Brainstorming can come through ideas that are written down and passed in, going one by one around the group so everyone can give an idea or ideas just thrown out at will. When ideas seem to run dry then try brainstorming exercises to get the creativity restarted. These are exercises such as asking the question "What is the opposite of what we want?". Then, when the group has reached the top of the momentum change gears going the other way and ask the question: "How do we achieve the opposite of this?". Or, try rotating seating by someone calling out "Rotate!" thus everyone moves to the next chair. Movement can sometimes enhance creativity. Roadblock removal (taking all roadblocks away and thinking big) and roadblock introduction (putting in an unrealistic roadblock for participants to get around) are two other ways to challenge people to think creatively.

When ending the session be sure that

all ideas are understood by all participants. This is the time for quick clarification. Delete any duplicate ideas or any ideas that are completely unrealistic. Take time after the meeting to narrow and refine ideas. Then, follow through with a viable solution to the issue. Avoid setting brainstorming ideas aside until they are no longer relevant. There must be action and follow through in order to see achievable results. How many times have participants felt that their time was wasted and their contribution was irrelevant because after the meeting nothing ever happened except the information was sitting on someone's desk and there was never any action taken and the problem or issue remained unresolved? A brainstorming session is only a tool and is not in and of itself a problem solver until ideas are utilized.

As trainers we need to use brainstorming as a tool to achieve a solution. When brainstorming sessions and follow-up are done correctly then results and learning are achieved. You can find an abundant amount of information on Brainstorming ideas, techniques, exercises and methods through the internet, library, etc.

**Information received from "How to run a brainstorming meeting" by Scott Berkun July 2004.*

Training Ideal For Change Management by Wendy Simpson

There are few guarantees in state government today, but change is one of them. "Just like it's always been..." is quickly becoming a phrase of the past, often replaced by something such as, "We've streamlined the process." And so, kicking, screaming, and complaining, our employ-

ees reluctantly adapt; only to find themselves faced with change once again.

How change is communicated can often affect its acceptance. We need to look for training that will discuss the need for change, available change strategies, how to generate buy-in to those changes. We

have to be sure to use the training to help us manage the people side of change, not just the business side. Find ways to motivate and engage our employees with training and facilitation formats that are

Continued....

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Our mission is to distribute the most current and pertinent training news and to collect information regarding unfulfilled needs for training. We hope to be a source of information for training managers and supervisors throughout Oklahoma.

OPHRA Training

March 10th

Free Breakfast Meeting 8:30am - 10am

To be held in the 5th floor training room at the Jim Thorpe Building. The Executive Director of OPEA will speak to the group regarding OPEA's legislative agenda. There will also be an open discussion of ways to recognize employees and a review of current legislation affecting Human Resources.

Please email Faith Frazier at faith.frazier@okdhs.org to RSVP.

Oklahoma Training Coordinators Council will meet on April 19th at 1:30. This meeting will take place at the Jim Thorpe Building in the 5th floor meeting room. The Resource Sharing Committee will present and will be sending out an agenda prior to the meeting. We will also have an opportunity to tour the new OPM training classroom!

HCM (Human Capital Management) Forum

The next HCM forums will be held on March 16th at the Jim Thorpe Building from 9-11 and 1-3. They will take place in the 5th floor training room. These forums are great for updates regarding PeopleSoft changes such as Projects and ELM.

2011 IPMA-HR Southern Region Conference

Many of you may remember last year's Southern Region Conference as it was held locally in April. It was a informative event with excellent speakers and wonderful opportunities for networking. The feedback was awesome! This year's conference will be held in Louisville, Kentucky and will also be of minimal cost. Conference dates are April 17th to the 20th.

Topics for review include, but are not limited to:

- Identifying key demographic, technological, cultural and workplace trends and developing strategies for maximizing their use in your agency
- Legal positions on HR issues such as background checks, furloughs and layoffs, and workplace violence
- Understanding H1B visa certification and how to successfully navigate the application process
- Understanding the concept and practice of resiliency and how it can assist in coping with the stressful, do-more-with-less work environment

The complete agenda can be found on: http://kyipma-hr.org/sites/default/files/docs/Tentative%202011%20Conference%20Agenda_0.pdf

OK Financial Managers Association Training

This meeting for Financial Managers will offer a timely opportunity to sharpen skills and network. Topics to be discussed include:

- Bank of America P-Card Overview for Financial Managers
- Works, Profiles, Editing, Vouchering
- The Auditor's Office and His Role
- Beyond OpenBooks Transparency at the Next Level
- Vendor EFT Payments

Thursday March 3, 2011 from 1:30 p.m.-4:00 p.m.

Business Conference Center, MetroTech Auditorium
1900 Springlake Drive, Oklahoma City, OK 73111

Training for Change continued...

interactive and targeted on the issues we see our agencies facing today.

Finally, by celebrating our successes, diagnosing resistance, and reinforcing change, it will help the process of change go smoother.

Some of the information we need to ensure is taught is:

- Collecting and analyzing feedback
- Diagnosing gaps and managing resistance

- Implementing corrective action
- Celebrating successes

Some HRDS classes offered this semester which can assist employees with understanding change are:

- Change Management
- Coaching and Mentoring
- Gender Issues in Management
- Strategies for Improving Communication

- Advanced Creative Problem Solving
- Developing Creative Problem Solving Skills

For more information please visit the following sites.

- <http://www.businesstrainingworks.com/Human-Resources/Change-Management-Training.html>
- <http://www.change-management.com/change-management-training.htm>