

Mini brainstorming meetings

Choose one of the meetings below and a chair, and make sure you include all of these stages while you do it:

- ◇ Small talk
- ◇ Getting down to business
- ◇ Brainstorming
- ◇ Organizing the ideas
- ◇ Narrowing down the options
- ◇ Making a final decision
- ◇ Wrapping the meeting up

Imagine this classroom is your company's boardroom. Brainstorm ways to improve it, and then decide on the top three priorities

Brainstorm team building activities for the 45 people in your office and then choose the best one.

Brainstorm ways of cutting down on the number of employee days lost to sickness and then choose the best two ideas.

Choose one real soft drink that is available on your local market. Brainstorm ways to market it internationally, and then choose the best option.

Brainstorm possible language for each of the stages above, and then do one more meeting

Listen to the meeting on page 19. Which of the stages above are included?