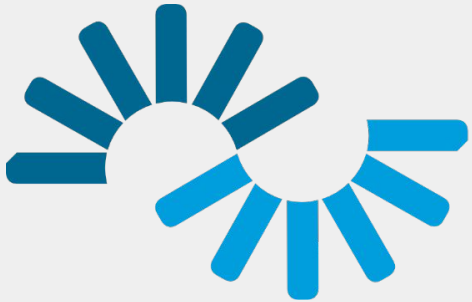
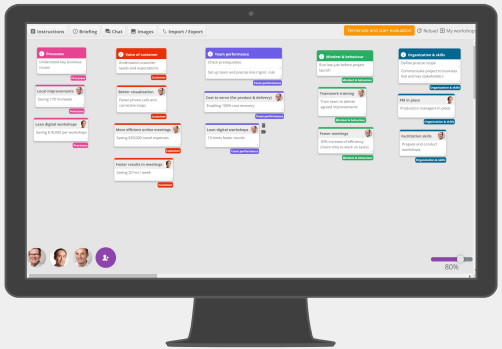


!deaclouds

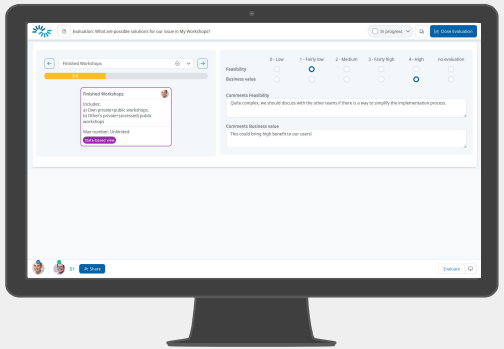
Manual for facilitators

The Ideaclouds collaboration approach: 3 steps to better team results



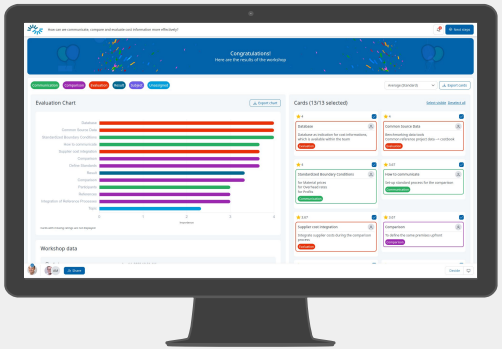
1. Contribute silently

Shared team workspace
(e.g. Retrospective)



2. Evaluate in private

Private workspace
(e.g. effort/benefit)



3. Get results & discuss

Ranking/diagram, export formats
(Excel, Word, PDF)

The !deaclouds online workshop facilitation rules:

1. **Focus on one task at a time** — Don’t overwhelm the participants. Go step by step!
2. **Reduce group size** — The more participants, the lower the participation.
3. **Keep it easy** — Don't waste valuable time with long onboarding or training sessions.
4. **Avoid distractions** — The eyes should be on the content, not on the tool or the facilitator.
5. **Contribute silently** — The group should remain silent for at least 5 minutes.
6. **Protect ideas from premature criticism** — Separate idea generation from idea evaluation.
7. **Avoid bias & peer pressure** — No one should see the ratings of others. Democratic voting!
8. **Provide usable documentation of results** — It should be digital and well-structured.
9. **Follow-up quickly** — to capture participants' ideas / generate solution ideas / get feedback.

You can find more information on our website.

Create a workshop and invite participants

Choose a language for your workshop

EN

Click here to create a new workshop

Click here to quickly start a new workshop with a specific group work method, e.g. DAKI

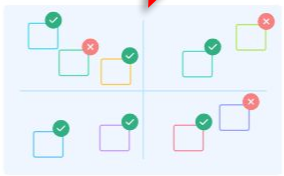
Create workshop

Show All

Show all group work methods

New workshop

Default (Brainstorming)



DAKI

Start, Stop, Continue

Overview of all workshops to which you have been invited by others

My Workshops | Other Workshops

Overview of all your workshops

Workshop ↑↓	Created ↑↓	Status ↑↓	Access ↑↓
How can we improve our teamwork?	06/29/2023 3:55 PM	Running	Private
Feedback Project "Dashboard development"	06/29/2023 3:21 PM	Finished	Private
What are the biggest problems of our customer...	05/16/2023 3:52 PM	Finished	Private

EN

Create workshop

Show All

New workshop

This window appears after clicking on the blue “New workshop” tile

My Workshops | Other

Workshop ↑↓ | Access ↑↓

How can we | Private

Feedback Project "Dashboard development" | 06/29/2023 3:21 PM | Finished | Private

What are the biggest problems of our customer... | 05/16/2023 3:52 PM | Finished | Private

Create workshop

Enter your workshop topic

Topic: *

e.g. How can we improve our online teamwork?

Teamwork technique ⓘ — Default (Brainstorming)

Choose a Teamwork and an Evaluation technique

Evaluation technique — Importance

Anonymous contributions ⓘ

Choose whether contributions should be anonymous or not

You can invite other participants and share the workshop link, once you have created the workshop.

Create workshop

Workshop rules

Please work silently!

Add card

+ Add facilitation card

Optional: Add facilitation cards for additional instructions by clicking with the right mouse button on the whiteboard.

100%

Workshop rules

Please work silently!

Access to workshop

- Anyone with link can join
- Registered users with link can join
- (•) Only invited users can join

****

Copy link

Max 40 users can participate in your workshop at the same time.

Invite participants via email (Edit briefing)

Insert the email addresses of the participants:

tester@ideaclouds.net

tester@ideaclouds.net ×

Send invitations

Choose the right access mode:

1. **Anonymone with link can join**: Participants don't need to register to join the workshop.
2. **Registered users with link can join**: You can identify the participants by their email addresses. But you don't need to invite participants by entering their email addresses.
3. **Only invited participants**: Unwanted participants are excluded. But you have to invite all participant by entering their email addresses and sending an invitation. Unregistered participants will receive an initial password via email.

Invite participants

100%

Brainstorm, group and cluster ideas

Workshop rules

Please work silently!

Double-click on the whiteboard to create an idea card

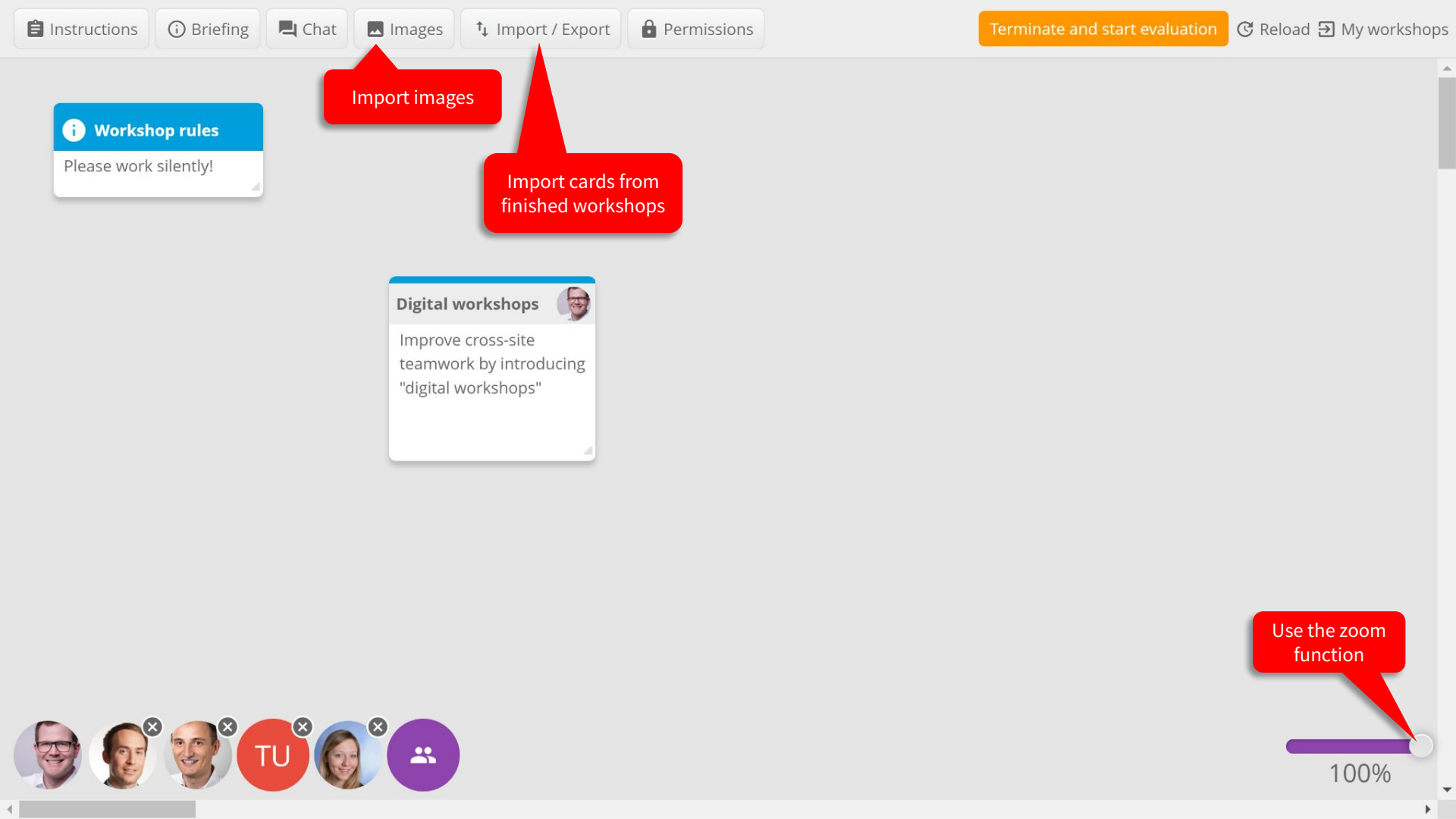
Double-click here to enter a title

Digital workshops

Improve cross-site teamwork by introducing "digital workshops"

Double-click here to edit the text

100%


Instructions
Briefing
Chat
Images
Import / Export
Permissions
Terminate and start evaluation
Reload
My workshops
Import images
Import cards from finished workshops
Workshop rules
Please work silently!
Digital workshops
Improve cross-site teamwork by introducing "digital workshops"
TU
Use the zoom function
100%

Workshop rules

Please work silently!

Digital workshops

Improve cross-site teamwork by introducing "digital workshops"

Collaboration training

We should learn to use different collaboration tool for different use cases.

Learn how to collaborate online with people you don't know.

Enter title...

Learn how to collaborate online with people you don't know.

Move a card by dragging it with the left mouse button on the head of the card.

Duplicate a card by dragging it with the right mouse button.

Merge cards by dragging a card and dropping it onto another card

100%

Workshop rules

Please work silently!

Terminate whiteboard phase and start the evaluation phase

Digital workshops

Improve cross-site teamwork by introducing "digital workshops"

Tools

Set a category

Set category of this card

Tools

Training & learning

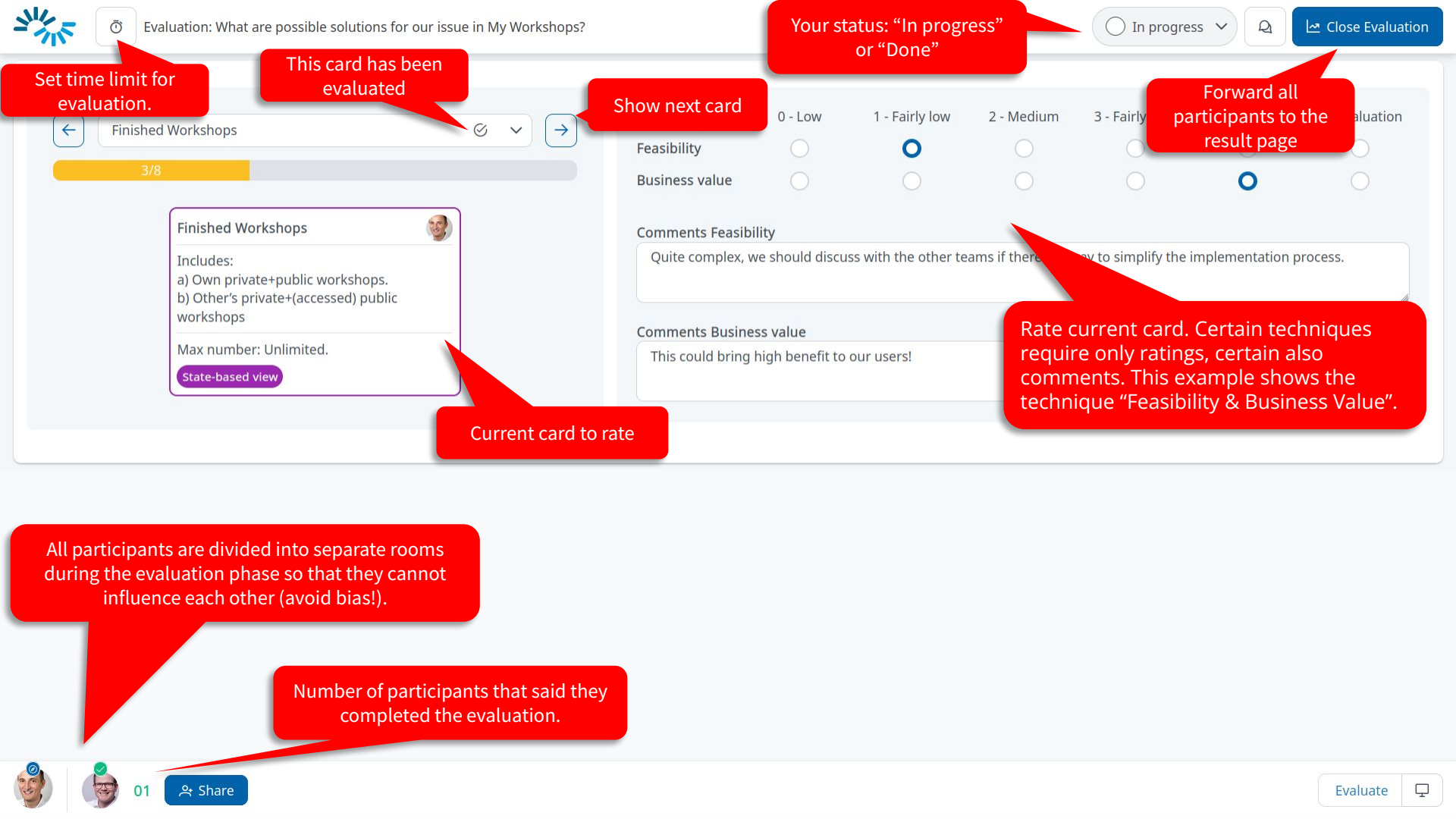
Enter a new category...

This participant has completed the task

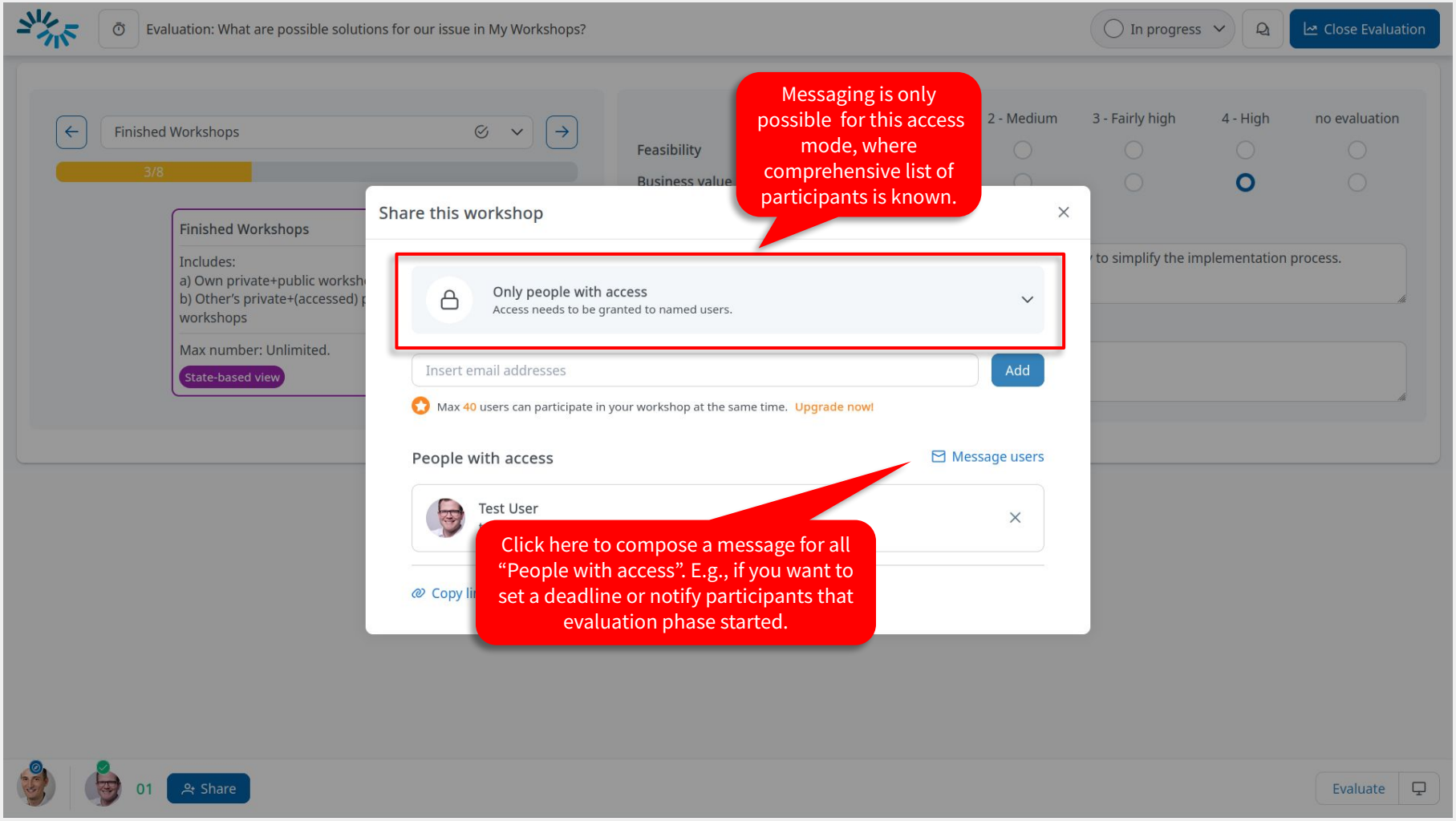
TU

100%

Rate ideas


Evaluation: What are possible solutions for our issue in My Workshops?
In progress
Close Evaluation
Your status: “In progress” or “Done”
Set time limit for evaluation.
This card has been evaluated
Show next card
Forward all participants to the result page
Finished Workshops
3/8
0 - Low
1 - Fairly low
2 - Medium
3 - Fairly
Feasibility
Business value
Finished Workshops
Includes:
a) Own private+public workshops.
b) Other’s private+(accessed) public workshops
Max number: Unlimited.
State-based view
Comments Feasibility
Quite complex, we should discuss with the other teams if there
to simplify the implementation process.
Comments Business value
This could bring high benefit to our users!
Current card to rate
Rate current card. Certain techniques require only ratings, certain also comments. This example shows the technique “Feasibility & Business Value”.
All participants are divided into separate rooms during the evaluation phase so that they cannot influence each other (avoid bias!).
Number of participants that said they completed the evaluation.
01
Share
Evaluate

Send email to participants


Evaluation: What are possible solutions for our issue in My Workshops?
In progress
Close Evaluation
Finished Workshops
3/8
Finished Workshops
Includes:
a) Own private+public worksh
b) Other's private+(accessed) p
workshops
Max number: Unlimited.
State-based view
2 - Medium
3 - Fairly high
4 - High
no evaluation
Feasibility
Business value
to simplify the implementation process.
Share this workshop
Only people with access
Access needs to be granted to named users.
Insert email addresses
Add
Max 40 users can participate in your workshop at the same time. Upgrade now!
People with access
Message users
Test User
Copy li
Messaging is only possible for this access mode, where comprehensive list of participants is known.
Click here to compose a message for all "People with access". E.g., if you want to set a deadline or notify participants that evaluation phase started.
01
Share
Evaluate

Decision Time: Navigating Through Results

Congratulations!
Here are the results of the workshop

Show/hide cards of specific categories

You can re-evaluate or elaborate selected cards, e.g. with current participants

Card sorted by ratings

Try different ranking techniques to see what participants really think

Select/Unselect cards for exporting, for following up (cf- “Next steps) or for mark cards while you change ranking techniques.

If you want other people to view the results, change access settings

Communication | Comparison | Evaluation | Result | Subject | Unassigned

Average (Standard) | Export cards

Evaluation Chart

Export chart

Cards with missing ratings are not displayed

Cards (13/13 selected)

Select visible | Deselect all

4
Database
Database as indication for cost informations, which is available within the team
Evaluation

4
Standardized Boundary Conditions

3.67
How to communicate
Set-up standard process for the comparison
Communication

3.67
Supplier cost integration
Integrate supplier costs during the comparison process
Evaluation

3.67
Comparison
To define the same premises upfront
Comparison

Workshop data

AM | Share

Decide

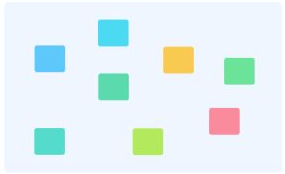
Change workshop title

EN

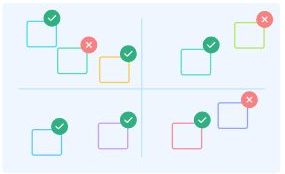
Create workshop

Show All

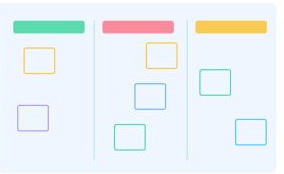
New workshop



Default (Brainstorming)



DAKI



Start, Stop, Continue

My Workshops | Other Workshops

Click here to edit workshop title

Workshop	Created	Status	Access
How can we improve our teamwork?	06/29/2023 3:55 PM	Running	Private
Feedback Project "Dashboard development"	06/29/2023 3:21 PM	Finished	Private
What are the biggest problems of our customer	05/16/2023 3:52 PM	Finished	Private

Support

Contact us!

You want to conduct a workshop with your team, your customers or suppliers?
You don't know how to best prepare and facilitate your workshop?

No problem! We will be glad to help you.
Get in touch with us: workshops@ideaclouds.net

perceptos GmbH
Leopoldstraße 8-10
80802 Munich, Germany
www.ideaclouds.net

ideaclouds

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