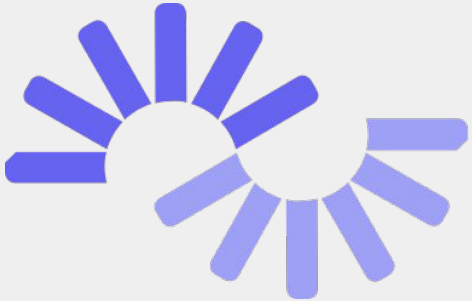
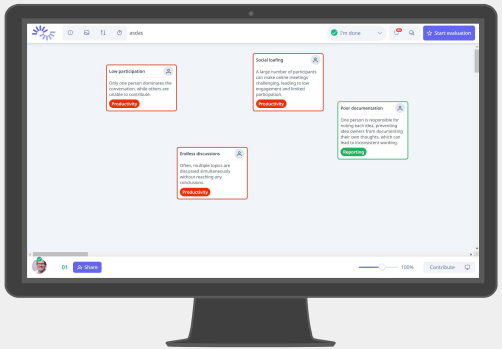


!deaclouds

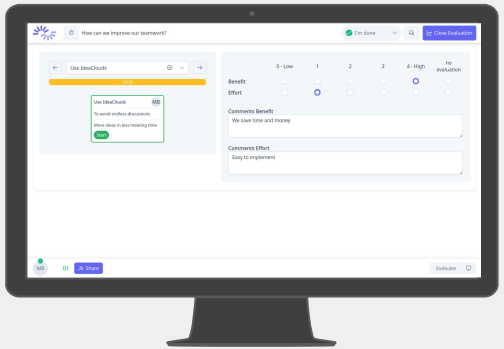
Manual for Facilitators

The IdeaClouds collaboration approach:

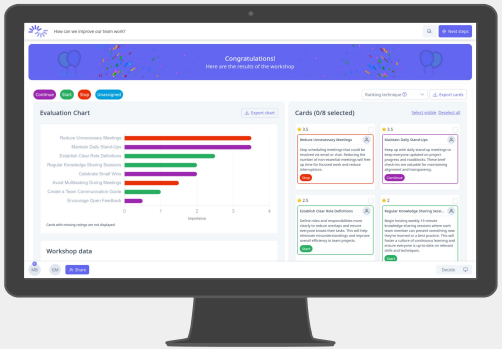
3 steps to better team results



1. Brainstorm ideas
in real-time collaboration



2. Evaluate ideas
using evaluation methods



3. Get results
Based on analysis of evaluations

Create a workshop and invite participants

Click here to create a new workshop

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

Choose a language for your workshop

EN

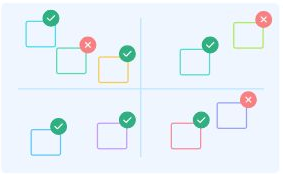
Create workshop

Show All

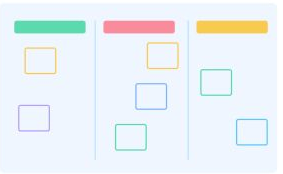
Show all group work methods

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 sales process?		12/06/2024 5:43 PM	Running	Private	⋮
Hardware crashes		12/06/2024 10:05 AM	Finished	Public	⋮
Reduction of CO2 emissions in 2024		12/06/2024 8:59 AM	Finished	Public	⋮

EN

Create workshop

Show All

New worksho

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

Create workshop

Enter your workshop topic

Topic: *

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

Teamwork technique ⓘ

Choose a Teamwork and an Evaluation technique

Default (Brainstorming)

Evaluation technique

Importance

Anonymous contributions ⓘ

Choose whether contributions should be anonymous or not

You can give access to other participants and share the workshop link, once you have created the workshop.

Create workshop

My Workshops

Workshop ↑↓

ess ↑↓

How can w

Private

Hardware crashes

12/06/2024 10:05 AM

Finished

Public

Reduction of CO2 emissions in 2024

12/06/2024 8:59 AM

Finished

Public

How can we improve our sales process?

In progress

Start evaluation

Workshop rules

Please work silently!

Instructions

Add idea card

Add facilitation card

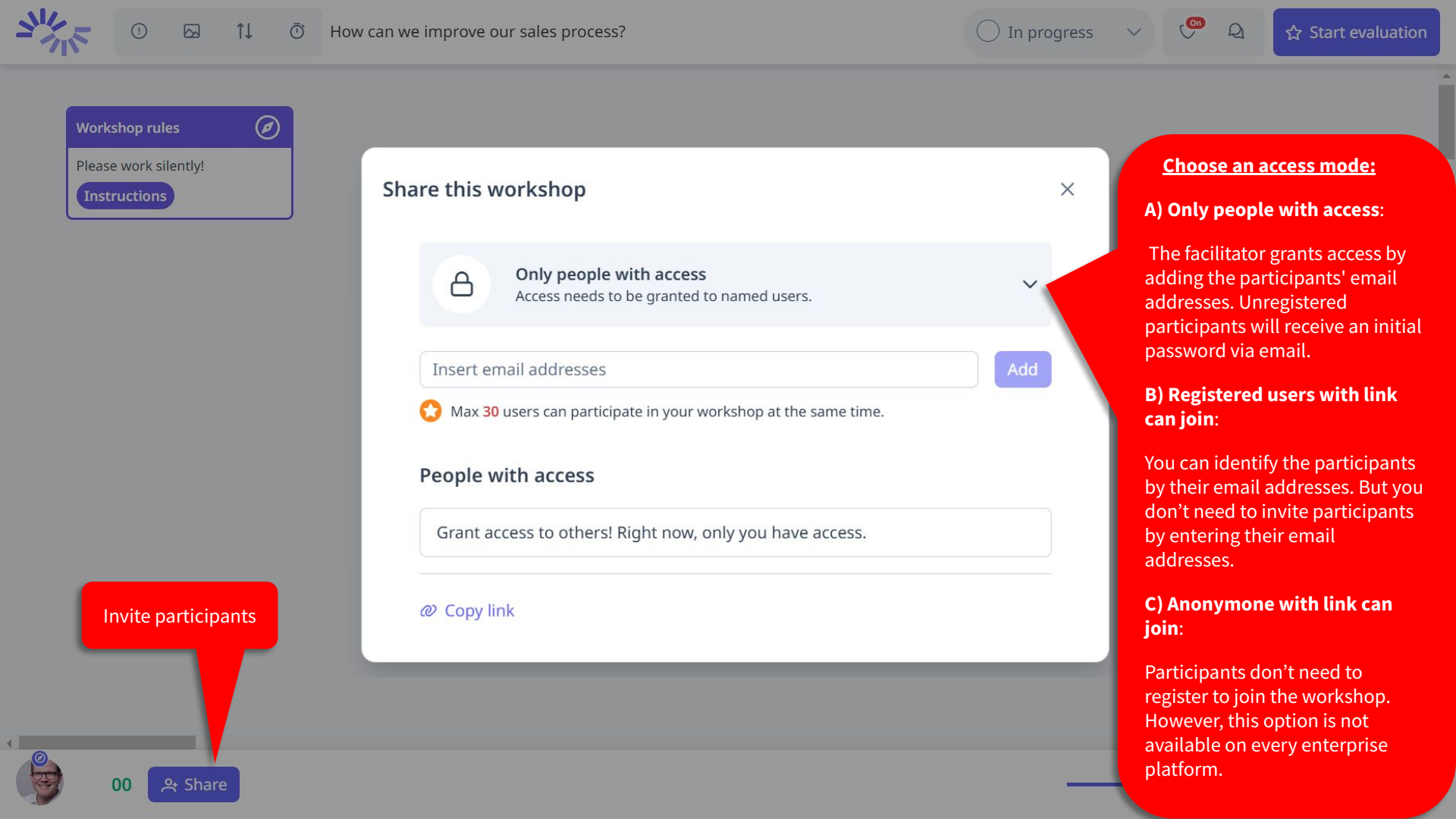
Optional: Add facilitation cards for additional instructions by clicking with the right mouse button on the whiteboard.

00

Share

100%

Contribute


How can we improve our sales process?
In progress
Start evaluation
Workshop rules
Please work silently!
Instructions
Share this workshop
Only people with access
Access needs to be granted to named users.
Insert email addresses
Add
Max 30 users can participate in your workshop at the same time.
People with access
Grant access to others! Right now, only you have access.
Copy link
Invite participants
00
Share
Choose an access mode:
A) Only people with access:
The facilitator grants access by adding the participants' email addresses. Unregistered participants will receive an initial password via email.
B) 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.
C) Anonymone with link can join:
Participants don’t need to register to join the workshop. However, this option is not available on every enterprise platform.

Brainstorm, group and cluster ideas

Workshop rules

Please work silently!

Instructions

Double-click on the whiteboard to create an idea card

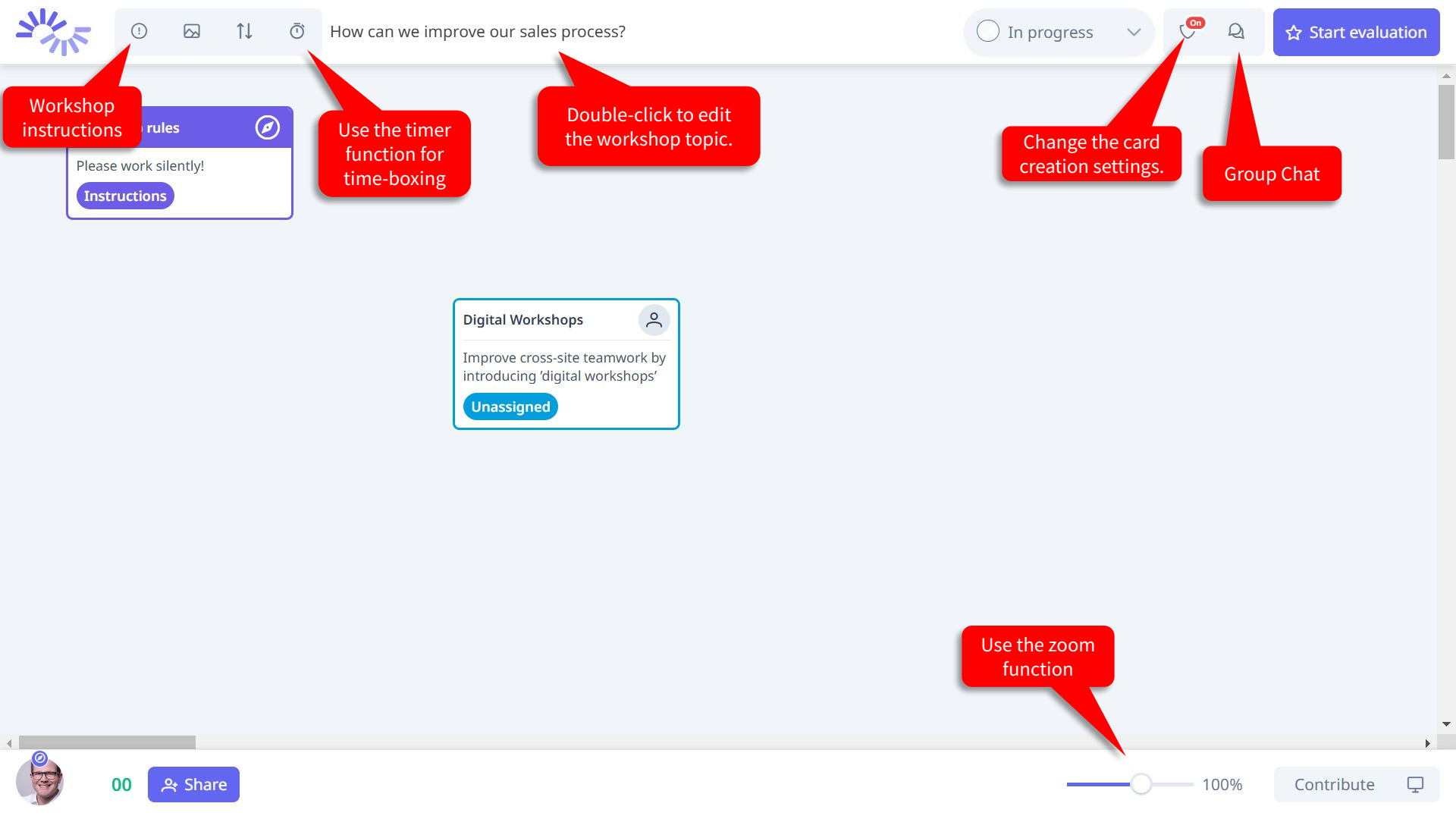
Double-click here to enter a title

Digital Workshops

Improve cross-site teamwork by introducing 'digital workshops'

Unassigned

Double-click here to edit the text


How can we improve our sales process?
In progress
On
Start evaluation
Workshop instructions
Use the timer function for time-boxing
Double-click to edit the workshop topic.
Change the card creation settings.
Group Chat
rules
Please work silently!
Instructions
Digital Workshops
Improve cross-site teamwork by introducing 'digital workshops'
Unassigned
Use the zoom function
00
Share
100%
Contribute

How can we improve our sales process?

In progress

Start evaluation

Import images

Import cards from finished workshops

Please work silently!

Instructions

Digital Workshops

Improve cross-site teamwork by introducing 'digital workshops'

Unassigned

Collaboration Training

We should learn to use different collaboration tools for different

Enter title...

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

Unassigned

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

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

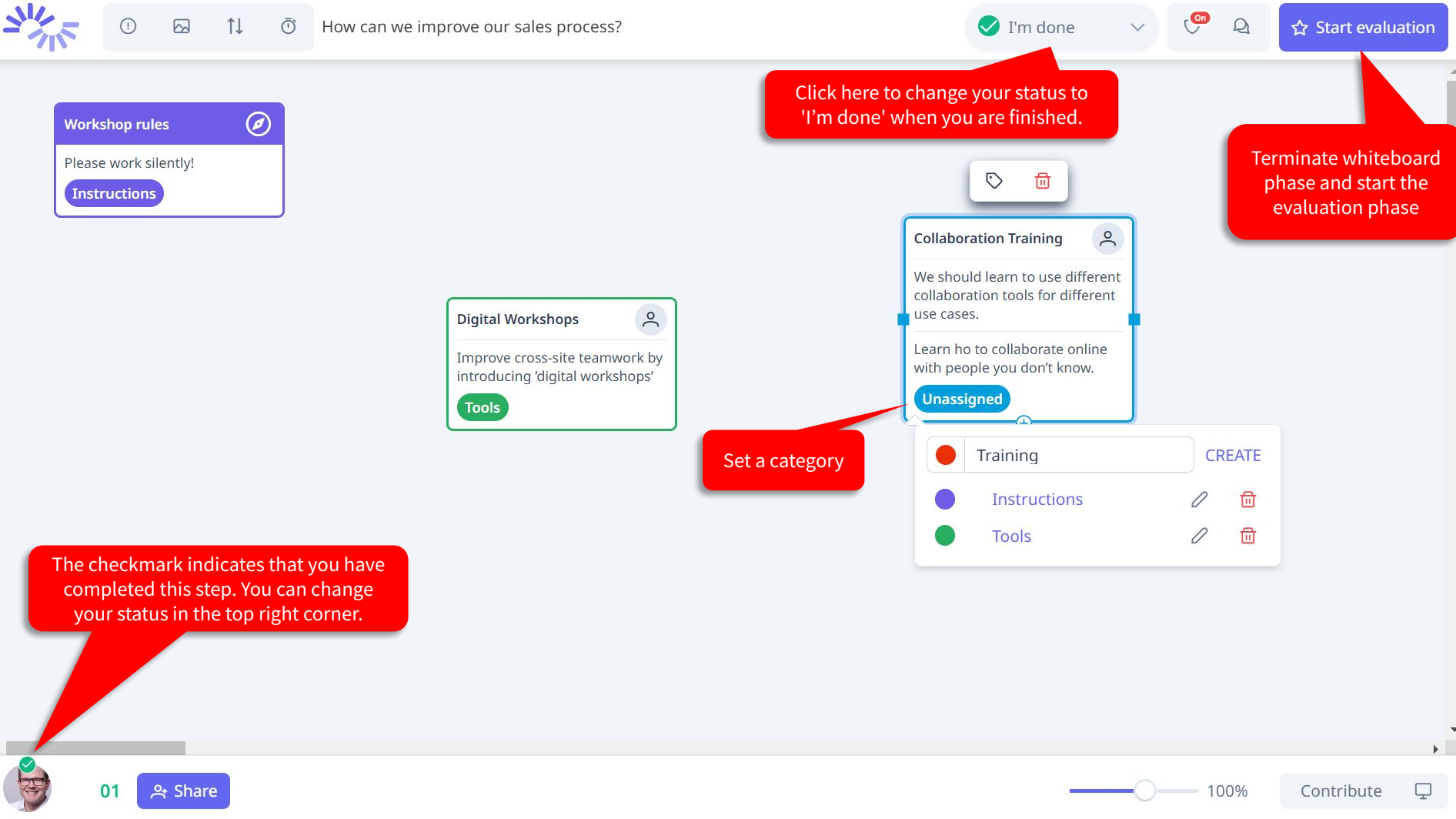
Duplicate a card by dragging it with the right mouse button.

00

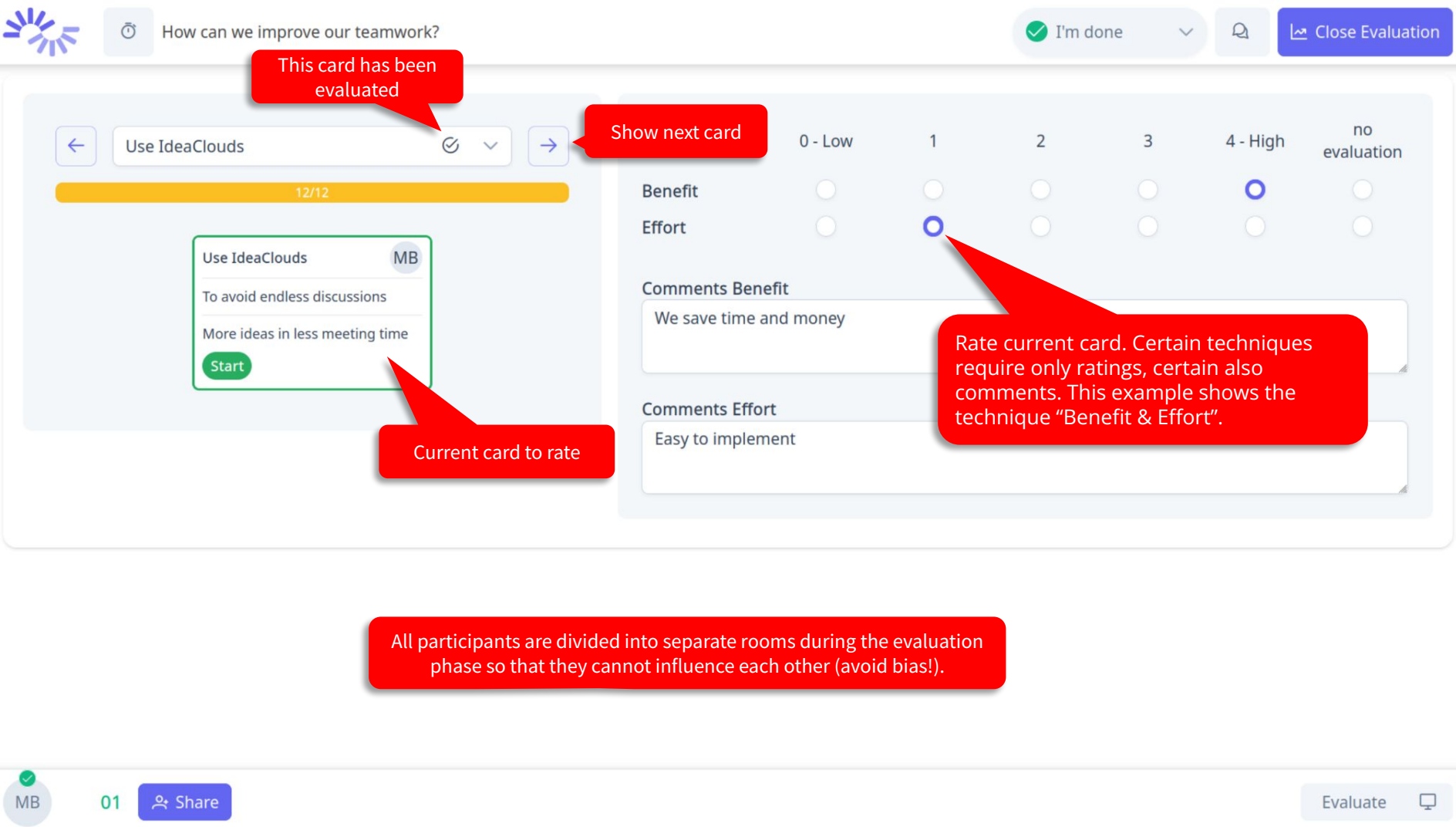
Share

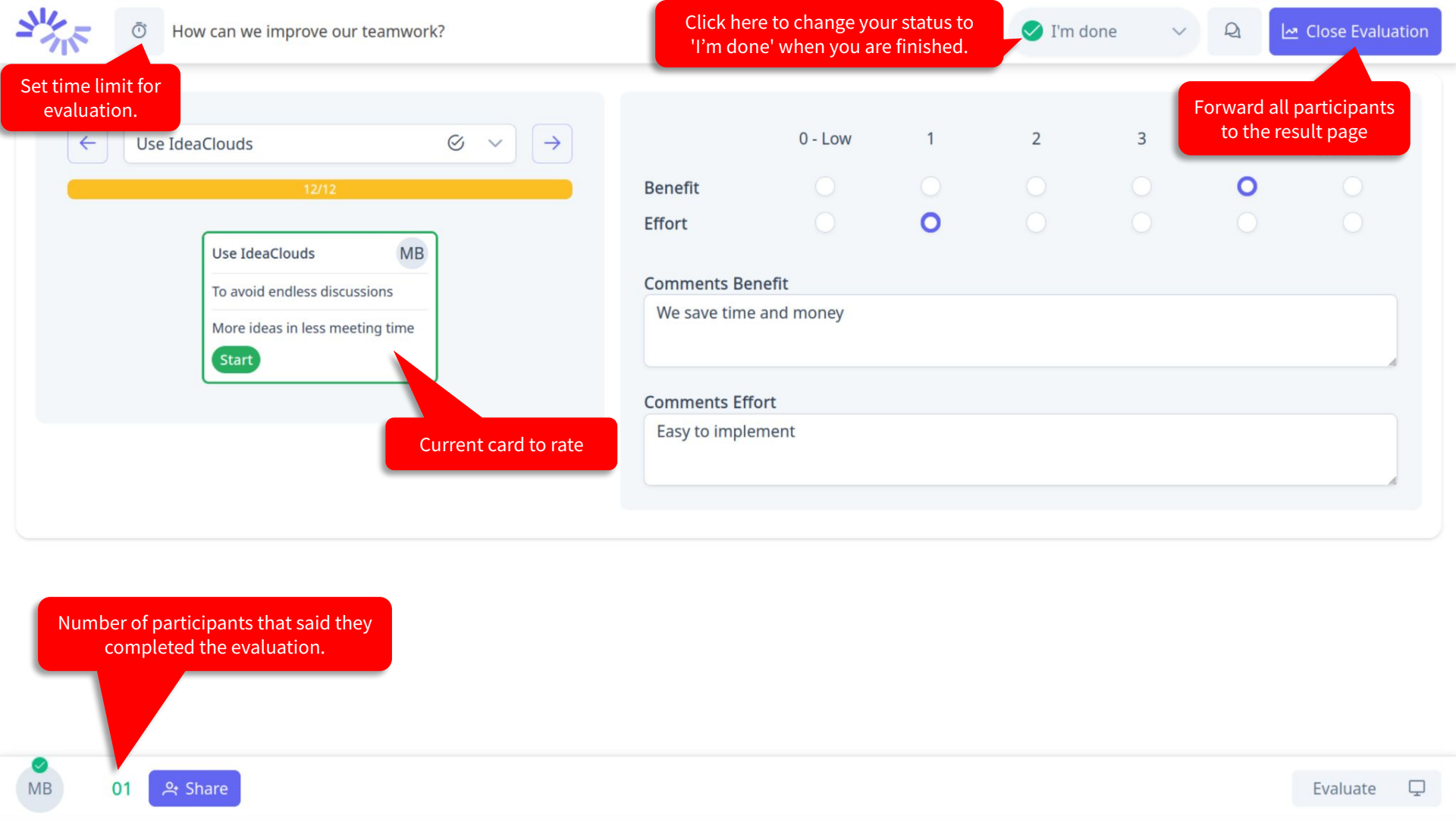
100%

Contribute


How can we improve our sales process?
I'm done
Start evaluation
Click here to change your status to 'I'm done' when you are finished.
Terminate whiteboard phase and start the evaluation phase
Workshop rules
Please work silently!
Instructions
Digital Workshops
Improve cross-site teamwork by introducing 'digital workshops'
Tools
Collaboration Training
We should learn to use different collaboration tools for different use cases.
Learn ho to collaborate online with people you don't know.
Unassigned
Set a category
Training
CREATE
Instructions
Tools
The checkmark indicates that you have completed this step. You can change your status in the top right corner.
01
Share
100%
Contribute

Rate ideas


How can we improve our teamwork?
I'm done
Close Evaluation
This card has been evaluated
Use IdeaClouds
Show next card
12/12
Use IdeaClouds
MB
To avoid endless discussions
More ideas in less meeting time
Start
Current card to rate
0 - Low
1
2
3
4 - High
no evaluation
Benefit
Effort
Comments Benefit
We save time and money
Comments Effort
Easy to implement
Rate current card. Certain techniques require only ratings, certain also comments. This example shows the technique “Benefit & Effort”.
All participants are divided into separate rooms during the evaluation phase so that they cannot influence each other (avoid bias!).
MB
01
Share
Evaluate


How can we improve our teamwork?
Click here to change your status to 'I'm done' when you are finished.
I'm done
Close Evaluation
Set time limit for evaluation.
Forward all participants to the result page
Use IdeaClouds
12/12
Use IdeaClouds
MB
To avoid endless discussions
More ideas in less meeting time
Start
Current card to rate
0 - Low
1
2
3
Benefit
Effort
Comments Benefit
We save time and money
Comments Effort
Easy to implement
Number of participants that said they completed the evaluation.
MB
01
Share
Evaluate

View results

Show/hide cards of specific categories

Congratulations!
Here are the results of the workshop

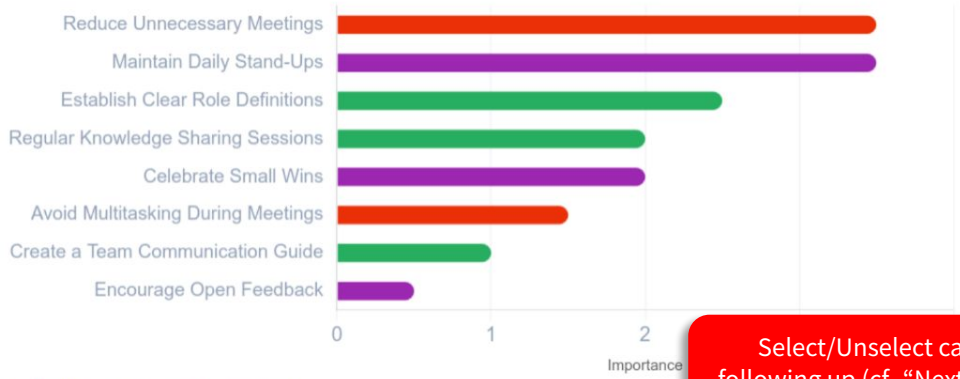
Card sorted by ratings

Continue | Start | Stop | Unassigned

Ranking technique | Export cards

Evaluation Chart

Export chart



Cards with missing ratings are not displayed

Cards (0/8 selected)

Select visible | Deselect all

★ 3.5

Reduce Unnecessary Meetings

Stop scheduling meetings that could be resolved via email or chat. Reducing the number of non-essential meetings will free up time for focused work and reduce interruptions.

Stop

★ 3.5

Maintain Daily Stand-Ups

Keep up with daily stand-up meetings to keep everyone updated on project progress and roadblocks. These brief check-ins are valuable for maintaining alignment and transparency.

Continue

★ 2.5

...bilities more ...and ensure ...s. This will help ...dings and improve overall efficiency in team projects.

Start

★ 2

Regular Knowledge Sharing Sessi...

Begin hosting weekly 15-minute knowledge-sharing sessions where each team member can present something new they've learned or a best practice. This will foster a culture of continuous learning and ensure everyone is up-to-date on relevant skills and techniques.

Start

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

Workshop data

How can we improve our team work?

Next steps

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

Congratulations!
Here are the results of the workshop

Continue | Start | Stop | Unassigned

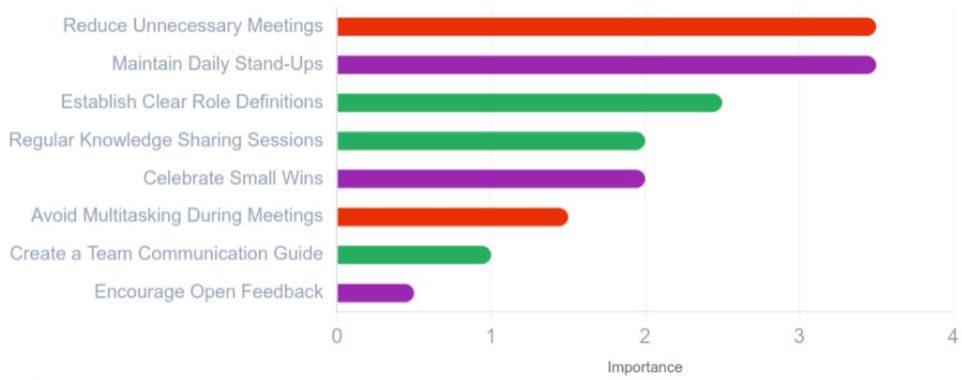
Ranking technique | Export cards

Try different ranking techniques to get more out of your workshop results.

Export results to Excel, Word, PowerPoint, or PDF.

Evaluation Chart

Export chart



Cards with missing ratings are not displayed

Select visible | Select all

Reduce Unnecessary Meetings

Stop scheduling meetings that could be resolved via email or chat. Reducing the number of non-essential meetings will free up time for focused work and reduce interruptions.

Stop

Keep up with daily stand-up meetings to keep everyone updated on project progress and roadblocks. These brief check-ins are valuable for maintaining alignment and transparency.

Continue

★ 2.5

Establish Clear Role Definitions

Define roles and responsibilities more clearly to reduce overlaps and ensure everyone knows their tasks. This will help eliminate misunderstandings and improve overall efficiency in team projects.

Start

★ 2

Regular Knowledge Sharing Sessi...

Begin hosting weekly 15-minute knowledge-sharing sessions where each team member can present something new they've learned or a best practice. This will foster a culture of continuous learning and ensure everyone is up-to-date on relevant skills and techniques.

Start

Workshop data

MB | GM | Share

Decide

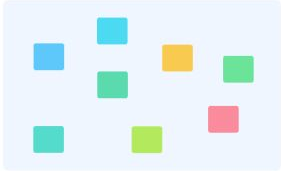
Change workshop title

EN

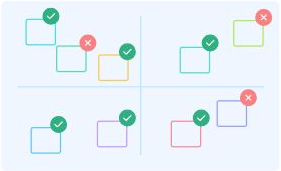
Create workshop

Show All

New workshop



Default (Brainstorming)



DAKI

Optimize process (semantic intuition)

My Workshops | Other Workshops

Workshop	Created	Status	Access
Strategy for next year	12/11/2024 10:56 AM	Running	Public
How can we improve our sale	12/06/2024 5:43 PM	Running	Private
Hardware crashes	12/06/2024 10:05 AM	Finished	Public

Click here to edit workshop title

Planning, Rules, and Best Practices

Example of a Workshop Agenda

1. **Introduction**: The facilitator explains the workshop topic and approach. (10 min)
2. **Onboarding**: The facilitator demonstrates the basic functionality of IdeaClouds. (3 min)
3. **Brainstorming**: Participants generate ideas collaboratively. (5 min)
4. **Clustering**: Participants group ideas with related or identical content. (5 min)
5. **Categorizing**: Participants assign cards to categories (5 min)
6. **Evaluation**: Participants rate ideas privately. (5 min)
7. **Discussion**: Participants analyze the results using the diagram and ranking system. (5 min)
8. **Check-out**: The facilitator selects the top ideas and export them, e.g., to Excel. (5 min)

~60 minutes in total

The IdeaClouds 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.

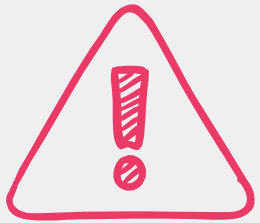
Ideaclouds

What should be explained to the participants?

- The workshop consists of **three phases**: 1. Brainstorming, 2. Evaluation, 3. Results.
- Log in with your **real full name**.
- **Time boxing**: We have limited time!
- **Double-click** to create a new card, enter a title, or edit text.
- Brainstorm and evaluate **silently** (avoid discussions).
- **Formulate ideas clearly** – they must be easy to understand!
- Each card should contain **only one idea**.
- Each card should include a **concise title**.
- **Questions** should be asked exclusively in the IdeaClouds chat.

What should be done to avoid process losses?

- **Bias / Peer pressure** ➜ Evaluate ideas individually, separate from others
- **Fear of criticism** ➜ Contribute anonymously
- **Killer phrases** ➜ Separate idea generation from evaluation
- **Production blocking / Dominance** ➜ Collaborate silently in real time
- **Social loafing** ➜ Form smaller teams (3 to 10 participants)
- **Zoom fatigue** ➜ Turn video off and reduce visual stimuli



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

ideaclouds