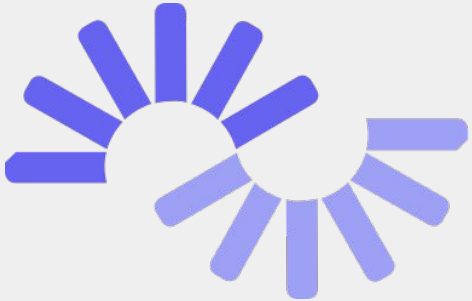
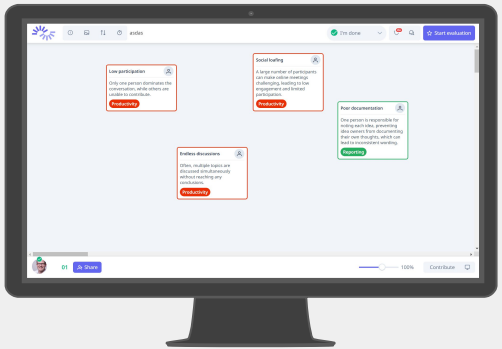


!deaclouds

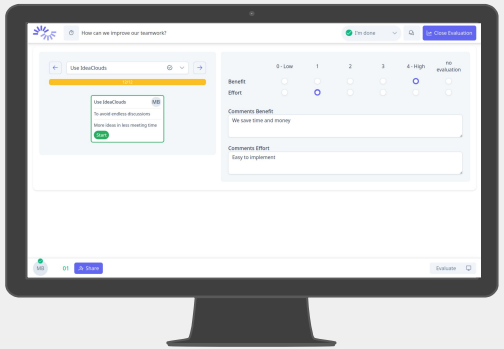
Manual for Participants

The IdeaClouds collaboration approach:

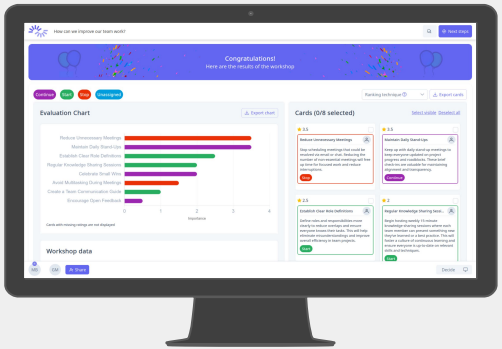
3 steps to better team results



1. Brainstorm ideas
in real-time collaboration



2. Evaluate ideas
using evaluation methods



3. Get results
Based on analysis of evaluations

Brainstorm, group and cluster ideas

Workshop rules

Please work silently!

Instructions

Double-click on the whiteboard to create an idea card

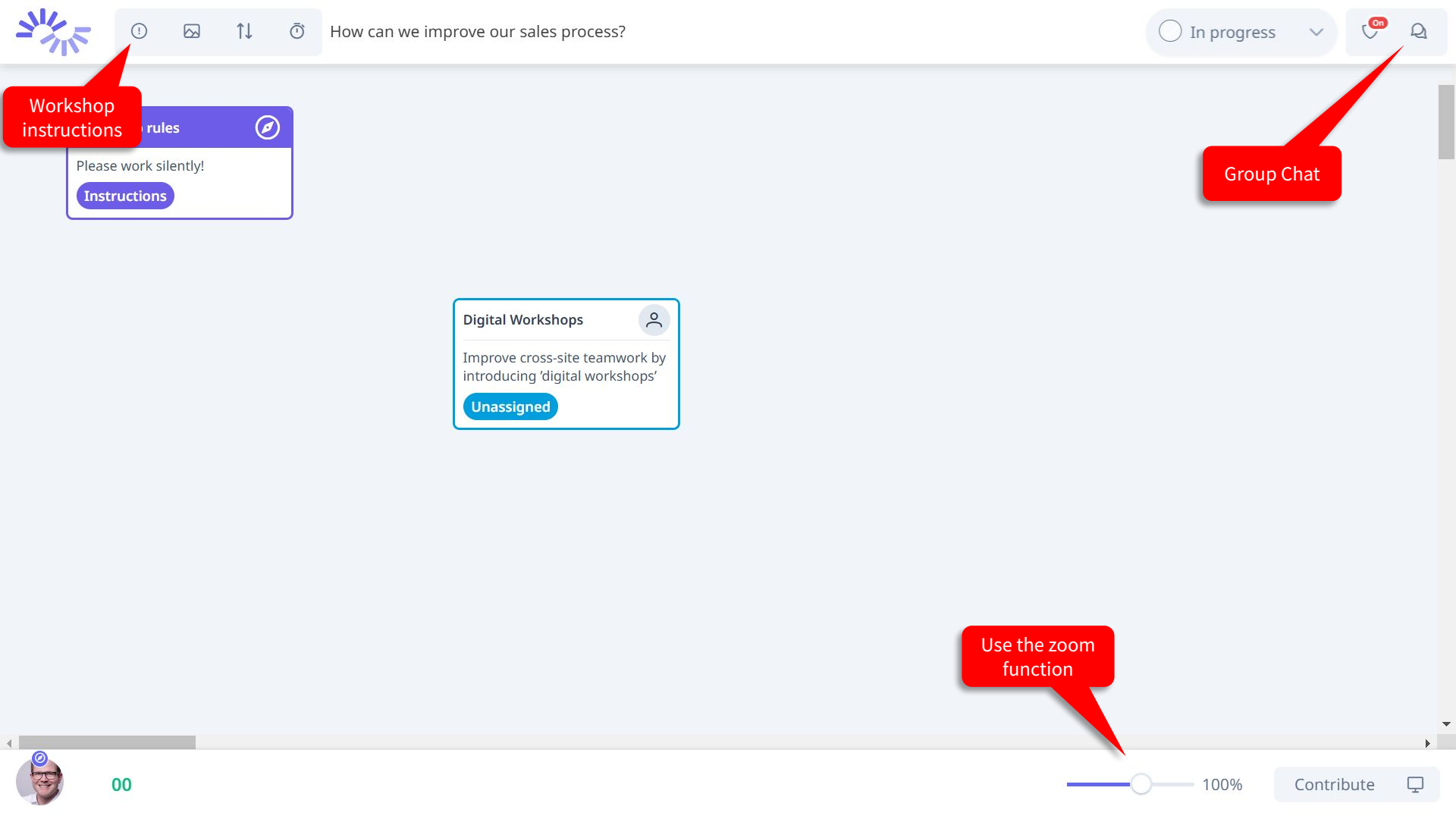
Double-click here to enter a title

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
Workshop instructions
rules
Please work silently!
Instructions
Group Chat
Digital Workshops
Improve cross-site teamwork by introducing 'digital workshops'
Unassigned
Use the zoom function
00
100%
Contribute

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...

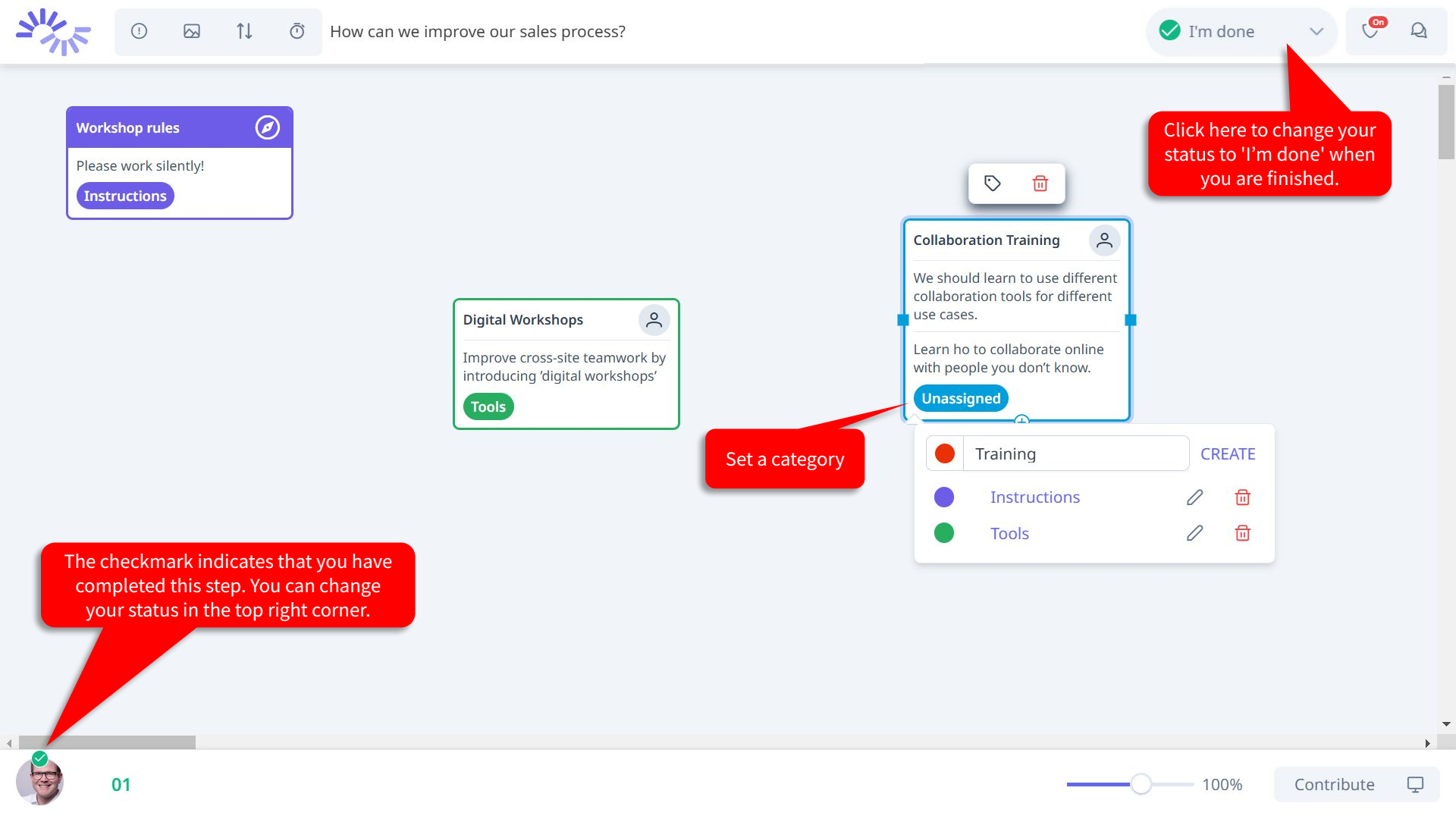
Learn ho to collaborate online with people you don't know.

Unassigned

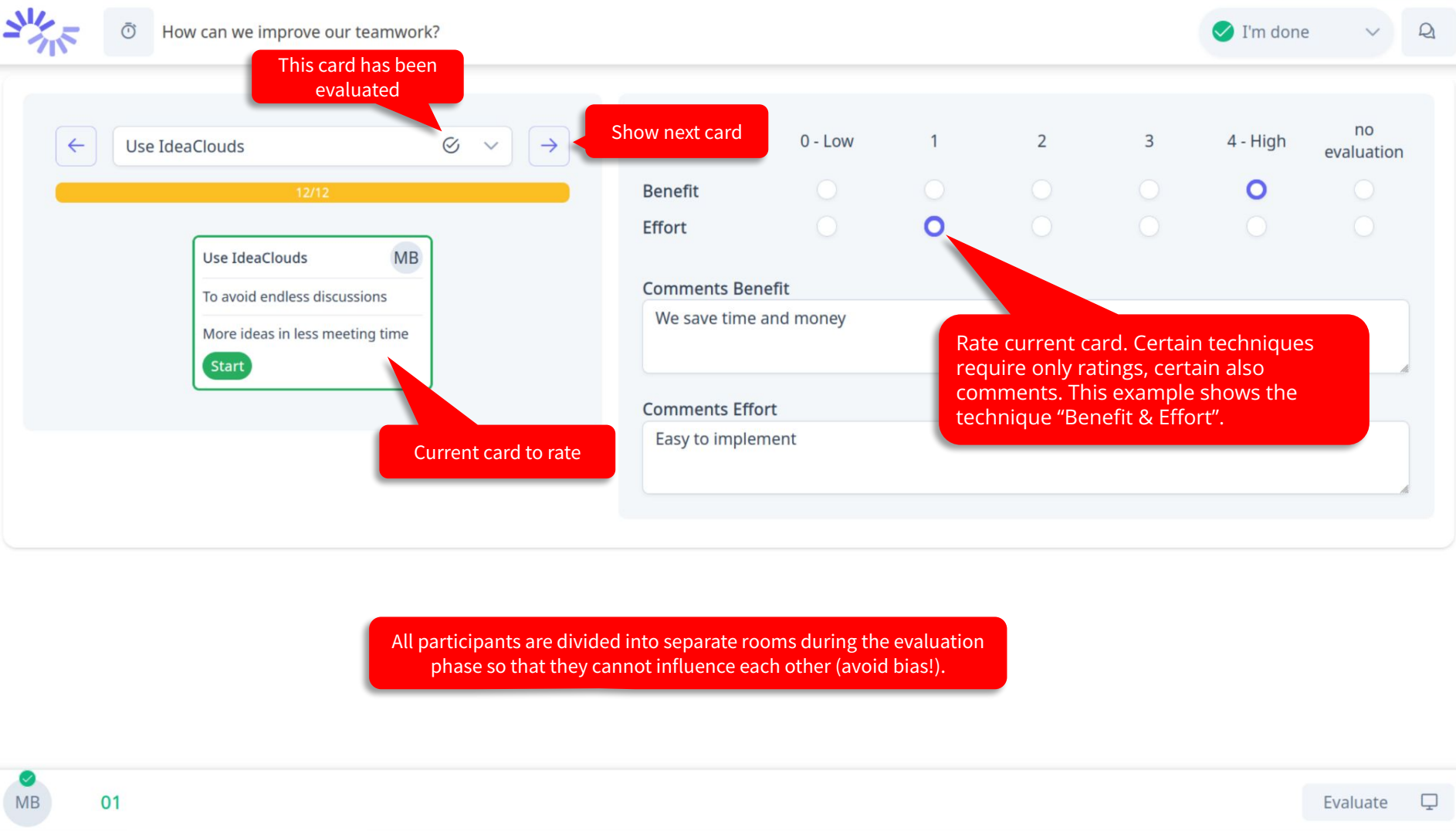
Merge cards by dragging a card and dropping it onto another card

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.


How can we improve our sales process?
I'm done
Click here to change your status to 'I'm done' when you are finished.
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
100%
Contribute

Rate ideas


How can we improve our teamwork?
I'm done
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
Evaluate

How can we improve our teamwork?

Click here to change your status to 'I'm done' when you are finished.

I'm done

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	4 - High	no evaluation
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

Evaluate

View results

Congratulations!
Here are the results of the workshop

Show/hide cards of specific categories

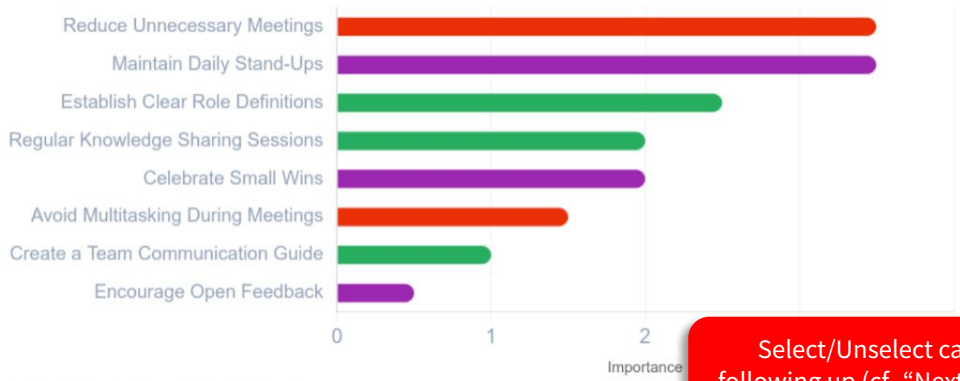
Continue | Start | Stop | Unassigned

Card sorted by ratings

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

MB GM

Decide

Congratulations!

Here are the results of the workshop

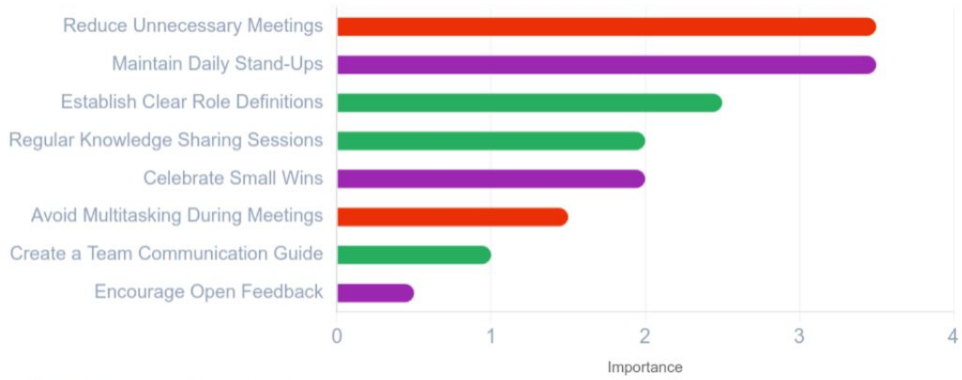
Continue Start Stop Unassigned

Ranking technique

Export cards

Evaluation Chart

Export chart



Cards with missing ratings are not displayed

Workshop data

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

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

Select visible

ect 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

MB GM

Decide

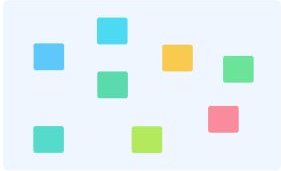
Change workshop title

EN

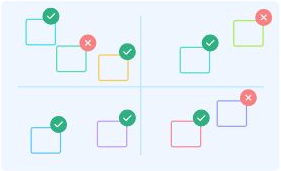
Create workshop

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

Workshop Agenda

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

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

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80802 Munich, Germany

ideaclouds