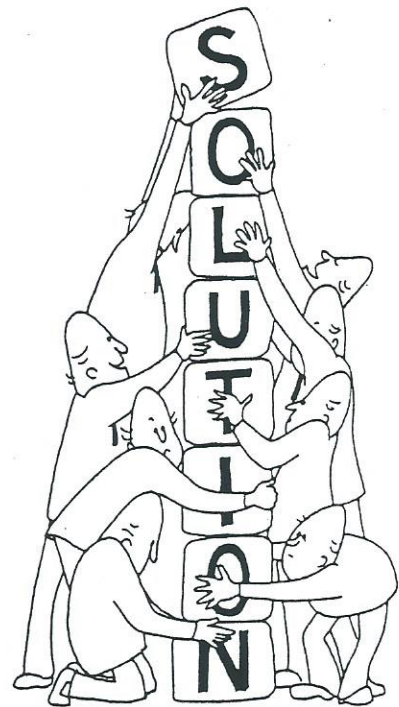


MEETING PROCESS TO BUILD SOLUTIONS

The Meeting Leader's job is to help participants contribute toward solving problems in creative, practical ways. Following a few simple guidelines will help the team build great solutions.

1. Don't allow anybody to criticize any idea, whether their own or someone else's, no matter how silly the idea may seem, until all ideas have been put forward.
2. Encourage diversity; let people be adventurous, even outrageous in their ideas and suggestions.
3. Give the same initial status to every contribution; write them all down to stimulate more ideas.
4. Once you've exhausted the supply of ideas, you can begin to evaluate and compare them - not until then.
5. Commence evaluation by looking at the positive elements in every idea make an idea as strong as possible before looking for its weaknesses and pitfalls.
6. Build up several practicable alternatives before you start to choose between them.
7. View differences of opinion as natural and helpful in solving problems, generally, the more ideas expressed the greater likelihood that conflict will occur, but a richer array of resources will be developed as well.
8. Add together as many positive bits as possible, from as many different suggestions as needed, this will help you build a decision to which all can be committed.



Build up ideas