



# Essential rules for brainstorming meetings

## General rules:



- Only one speaker at a time!
- Use time to find solutions and define targets !
- Everybody says what they think – and not what others may think!
- Take every statement seriously!
- All subjects discussed will remain confidential!
- Let others finish speaking!
- Has someone annoyed you? – Ask for an explanation!
- Treat others sympathetically and with respect!
- Do not appraise or judge others!
- When speaking about absentees, stay objective!

## Getting started:



- Start and finish brainstorming meetings punctually!
- Assign one person to monitor the time!
- Politely shorten long speeches (e.g. through interposed questions)!

## At the end of the brainstorm meeting:



- Specify, who will head the next meeting, if necessary!
- Decide together what will be disclosed!



# Notes



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