Using Slido for Team Brainstorming

For remote, hybrid and in-person

Introduction

In this guide, you will learn how to use Slido to **make your brainstorming sessions more effective – whether they are remote or onsite**. You can allow your meeting participants to submit their ideas or suggestions into Slido in advance and **spend the meeting time on a productive discussion, rather than collecting input.**

You can use Slido to brainstorm strategy, team projects for the next quarter, or crowdsource the agenda for an upcoming webinar. Once in the meeting, you can review the ideas together and **curate the most valuable ones by using upvotes**.

01 Common challenges

02 How can Slido help

What's inside

03 Features and poll templates

04 Integrations

04 Slido checklist (before, during, after)

05 **Resources**



01 Common challenges of team brainstorming

Fear of rejection

• Social anxiety

Often, meeting attendees worry about what others might think about their idea so they either choose to conform or remain silent.

• Power dynamics

A few assertive individuals dominate the discussion, whereas quiet thinkers or junior team members are often overlooked.

Lack of productivity

• Limiting idea generation

Not enough time to come up with ideas during the session, tendency to cut the ideation once there are a few "good enough" ideas.

• Not enough space for discussion The higher the number of participants, the less time for individuals to share their ideas.

Prioritization

Not knowing how to evaluate and prioritize collected ideas.

Difficult to facilitate

- Poor organization during the session
 People talking over each other and getting off topic.
- Involving the whole team Difficulty in keeping everyone engaged and focused on the objective of the meeting.

• Lack of action plan

No real conclusion or decision made at time of discussion, having to revisit or rethink later on.

02 How Slido can help

Enabling team confidence

• Create safe space

Slido enables meeting attendees to submit and upvote ideas anonymously (or with their name) ensuring fair and objective treatment.

• Improve group dynamics

Everyone can contribute regardless of their role or status, no matter where they are joining from or how shy or vocal they are.

Productive brainstorming

Leverage asynchronous communication

Give the group the space to think through and submit ideas before the meeting starts.

• Collect ideas quicker

Crowdsource the ideas at scale, leaving more time for the decision-making and discussion.

• Identify the best ideas

Voting on the top inputs allows you to identify the best ideas quickly and democratically.

Easier to facilitate

• Easier for the participants to follow and engage

Being actively involved and having full visibility on the inputs allows everyone to be engaged and keep track of the discussion.

• Easier to agree on the next steps Slido safely captures all data so you can revisit the collected input anytime and decide on the next steps.

03 Features and poll templates

Ideas (BETA): Brainstorm and collect ideas

Why use it?

The Ideas feature allows you to collect ideas from your colleagues or clients in meetings or brainstorming sessions. You can enable your participants to submit their ideas or suggestions before the meeting to save time for discussion. Once in the meeting, review the ideas together and curate the most valuable ones by upvoting.

Examples of ideas topics

- What priorities should we tackle in the next quarter?
- What is the main obstacle that is preventing us from reaching our goals?
- What do we need to start doing to build the culture we want?

	Q Popular ideas	Meeting agenda
slido	What should we discuss during next week's marketing meeting?	0 0 5
Join at slido.com #Ideas	(±) Anonymous Review our content production process	4 sta r
	Durielle How to improve our cross-team collaboration	4 star
	Peter Ways to strengthen our brand	3 n fr
	(2) Anonymous New social media strategy	2 ıdır
	Alex Review our team's key metrics to measure success	1 ste

03 Features and poll templates

Open text poll: Brainstorm and collect ideas

Why use it?

In case you'd need to find a quick way of collecting ideas on the spot, you can do so via open text poll. The open text poll works great in smaller groups as it allows your team to type in words or phrases with the most recent ones appearing on the top.

Examples of open text poll questions

- Which topics should we discuss during the product meeting?
- Which areas of business can we improve over the summer?
- Which features should we definitely work on in the next three months?



03 Features and poll templates

Ranking poll: Prioritize inputs

Why use it?

Once you've collected the ideas from your team, you can use the ranking poll to see which are the most relevant. Do you need to move ahead with a project and decide on the next steps? Or make a team decision quickly and democratically? Put the considered options into a poll and let your participants rank their top choices to resolve the discussion instantly.

Examples of ranking poll questions

- Rank these meeting objective from most to least important
- Prioritize these ideas from most to least impactful for our users
- Order these marketing channels from most to least valuable



04 Integrations

Integrate Slido with the tools you already use for a seamless experience.





The following Slido setup might slightly differ based on the integrations that you are using.

05 Slido checklist

Before the meeting



Tech setup

- 1. Go to <u>slido.com</u> and login to your account.
- 2. <u>Create your Slido event</u> and set up the event name, date and event code in the settings.
- 3. To use the **Ideas feature** you'd need to **enable it first**. You can do this by clicking on settings, selecting "Features" and **enabling Ideas**.
- 4. Create your Idea topic(s).
- 5. If you'd prefer to use an open text or ranking poll, <u>create your polls</u> before the meeting.
- 6. To start collecting input from your audience in advance, activate your Idea topic or poll.

Optional:

- 7. Secure your event and customize the branding.
- 8. Check how to display Slido in Present mode.
- 9. <u>Run a test session</u> with your colleagues.

Before the meeting

Meeting checklist

- 1. Once your Idea topic/poll is activated, **share** <u>Slido's event link</u> with your team to collect input in advance.
- 2. Send a reminder to encourage everyone to participate.
- 3. Go through the submitted ideas and prepare for the meeting.



How to communicate Slido

Before the meeting

Example:



Tip: you can also share the Slido's event link via email or include it with your meeting invite.



05 Slido checklist

During the meeting



Tech setup

During the meeting

- 1. <u>Activate your Idea topic</u> or poll if you haven't done so in advance.
- 2. Give participants time to submit, review and upvote the best ideas.
- Display the most voted ideas in <u>Slido Present mode</u>.
 Tip: people are 2X more likely to engage with you if the Present mode is displayed.

Optional:

- 4. If you'd like to **prioritize the collected ideas**, **<u>put them as options in a ranking poll</u>** and let your teammates rank them.
- 5. Switch between Slido Present mode and your slides with a <u>Slido Switcher</u> or use one of our existing integrations (<u>PowerPoint, Google Slides</u>).

Meeting checklist

- 1. Introduce Slido at the beginning.
- 2. Take 2-3 minutes to run an *icebreaker* poll.

Tip: Running an icebreaker poll not only works as a great opener, but it will also help you bring people into Slido so they can answer your upcoming polls more quickly.

3. Give participants time to respond, open the discussion and invite people to elaborate on what they posted.

During the meeting

How to communicate Slido

During the meeting

Example:

"At this meeting, we will be using Slido to collect your suggestions or ideas. You will be able to join the conversation by going to slido.com and entering the <u>#eventcode</u>, or by scanning the <u>QR code</u>.* Once you are in Slido, you will be able to submit and and upvote ideas that resonate with you, express your opinion in live polls and share your feedback."

Tip: We advise to start the meeting with an <u>icebreaker poll</u> to include your team right at the beginning and increase the overall level of engagement.

* Alternatively, participants can join via <u>Slido's event link</u>. If you are using our Webex or MS Teams integration, participants can join Slido directly in your meeting.

05 Slido checklist

After the meeting



Tech setup & Meeting checklist

- 1. Share the brainstorming output and actionable next steps with the team.
- 2. Go to the <u>Analytics tab</u> to view and <u>export</u> your data for further analysis.

After the meeting

06 Additional resources

Articles:

- Brainstorm and collect ideas in Slido
- <u>6 ways to make your brainstorming more effective</u>
- <u>5 Tips for designing an inclusive (remote-friendly) brainstorming</u>
- How to use the ranking poll

Videos:

How to brainstorm with your team

