

# A Taste of the Solutions Meeting

A quick experience with  
Best-Practices Collaboration  
on a Specific Topic

Presented by **OnTheCrest** Consulting  
For CEO Netweavers December 8, 2009

## What is it?



A framework that taps into the  
wisdom of all team members

A method of taking individual creativity  
into group action

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## Why use it?



Turn “awful” meetings into productive meetings using best practices in collaborative problem solving

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## What does it do?

- Pulls out everyone’s ideas on a topic
- Helps us understand what each person meant
- Looks for similarities from which to develop themes
- Explores and prioritizes ideas
- Generates a well thought-through solution

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## A five-step process

1. Create a focus question
2. Brainstorm
  - Individually
  - In groups
3. Cluster the ideas
4. Name each cluster
5. Commit to next steps



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## Running a Solutions Meeting

1. Say why this topic is important to the group at this time
2. Briefly describe the Solutions Meeting process
3. Name the topic
4. Name the product
5. Say how the product will be used

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## Running a Solutions Meeting (*continued*)

6. Clarify the allotment of time
7. Spell out the assumptions behind the method
8. Delineate your role as facilitator
9. Highlight the focus question  
... And get to work!

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## Today's focus question

How are you using  
servant leadership in  
your daily life?

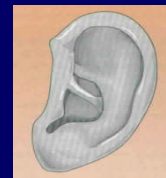
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## Today's process

- 4 minutes of individual brainstorming
- 8 minutes of collaboration in groups
- Collect and cluster the responses
- Name the clusters (sub-team)
- Reflect on the learning
- After the meeting Dave will post the results on the CEON web site

## ORID Reflections



- *What did we observe?*
- *What are our reactions?*
- *What questions of understanding do we want to raise?*
- *Can we use these ideas and techniques?*

## The larger context



- 1.5-3 day whole systems strategic planning
- ½ day solutions workshop
- Improve any meeting

## Materials

- |   |                     |
|---|---------------------|
| ■ 4" X 6" index cards                             | ■ Blank paper       |
| ■ 3' wide roll of paper                           | ■ Pencils           |
| ■ Artist spray mount (e.g., 3M no. 6065 –Red can) | ■ Marking pens      |
|   | ■ Wide masking tape |
| Or:   |                     |
| A Flipchart                                       |                     |

## For further information

- This presentation is on my web site  
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## References

- Katzenbach, Jon R., & Douglas K. Smith, **The Wisdom of Teams**, rev. ed. (NY, HarperCollins, 2003)
- Stanfield, R. Brian, **The Workshop Book** (Gabriola I., New Society, 2002)
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