

Trainer Tip: How to Your Annotate Content

(and not lose the notes in an update)

Issue

It is critical to have a well annotated copy of your material, especially for longer courses. This is challenging when the material is from a vendor as a hard copy. Notes written on hard copies are lost when course content is updated.

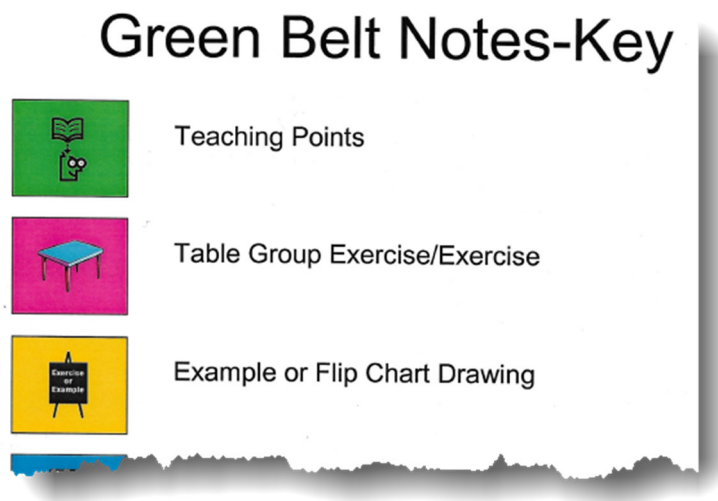
A fellow trainer suggested writing notes on sticky notes so the notes could be transferred, which was a great idea.

One issue with that approach is that the annotated copy of the content could be misplaced or damaged. Additionally, other people may need a copy of the notes, or have to read handwriting if they were to present some of the material.

Solution

Create digital versions of my notes and apply them using moveable adhesive. Here is an excerpt from the Key I used for the note colors and icons.

The full key and 2 example pages follow this overview.

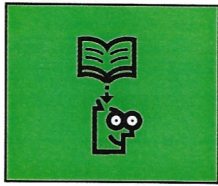


Results

This worked well, apart from the variation in the quality/stickiness of the moveable adhesive. There was a higher cost to print the colored notes and some time to work on them, but the time savings in the long run far outweighed the labor and material cost.

It had the additional benefit of allowing me to quickly color code the notes and add a meaningful icon.

Green Belt Notes-Key



Teaching Points

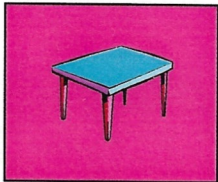
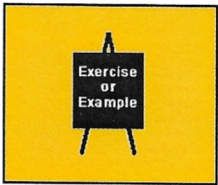
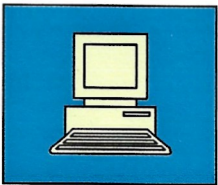


Table Group Exercise/Exercise



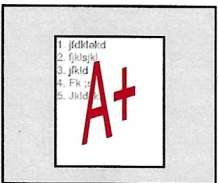
Example or Flip Chart Drawing



Computer File



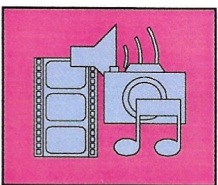
Other Material



Reference to Assessment



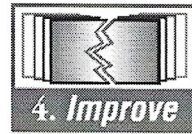
ISIS Reference



Video Clips



Advanced Idea Generation



Creativity Enhancers: Anti-Solution

USES: To open people's minds and see things differently.

OVERVIEW: Brainstorming the opposite of what you want to accomplish. (improvement's evil twin).

HOW TO:

1. Define your brainstorming objective.

— For instance, "How best to speed invoice preparation."

2. Create a new objective, opposite of the "r

— For instance, "How best to slow invoice

3. Brainstorm based on the "anti" objective

4. Examine each "anti" idea and see what p

5. Record the positive ideas and add to the



PURPOSE: The purpose of this exercise is to practice the Anti-Solution brainstorming technique I-18A

Take one of the top vote getters from the Channeling technique for this exercise.

Write Solution and then the Anti-solution at top of flip chart.

Put 2 columns below titles.

Label left column "Anti" and right column "Transformed"

TIMING: I-18B

- 5 min-brainstorm around anti-solution
- 5 min-Reverse anti-solutions to positives
- 1 min-Choose one to share with group
- 5 min-report out

[Review concept and steps for method] I-18

Listen for ideas that generate a lot of laughter; these good possibilities for exploration

OBJECTIVE: How to make cell phone easy to use I-18

ANTI-OBJECTIVE: How to make cell phone hard to use.

Gather about 8-10 things from group



Advanced Idea Generation



Creativity Enhancers: Analogy

USES: To approach an issue from a more creative perspective.

OVERVIEW: Identifying a similar (analogous) situation and generating ideas there first.

HOW TO:

1. Define your brainstorming objective
 - For instance, “How best to speed invoice preparation.”
2. Identify a similar but different situation that would be a more “free” brainstorming opportunity. For example:
 - Boost sales ↔ Increase yield in an orchard
 - Reduce application defects ↔ Get school kids to follow directions
 - Offer more options to customers ↔ Expand the menu at a restaurant
3. Conduct brainstorming on the analogy situation, using preferred method.
4. Examine ideas and create a “parallel” idea for the real product, service or process.



OBJECTIVE: What features would add value or make a cell phone better?

ANALOGY: What features would make a computer better?

- [have group provide 8-10 ideas around analogy]
- [translate analogous ideas into viable ideas for true objective]

Exercise or Example

[Review concept and steps for method]

This technique is powerful for getting people out of their ruts, but the analogy must be good.

This one can be tough if you can't think of a good analogy

PURPOSE: The purpose of this exercise is to practice the Analogy brainstorming technique

TOPIC: New Soda

OBJECTIVE: Appearance of the soda, including the container

ANALOGY: Decorating a family room (comfy seating, appearance, function)

Write objective and then the Analogy at top of flip chart.

Put 2 columns below titles.

Label left column “Analogy” and right column “Transformed”

TIMING:

- 5 min-brainstorm against analogy
- 5 min-transform into applicable ideas re: soda
- 1 min-choose one to share
- 5 min-share