After the brainstorming session is finished, evaluate and prioritize the list of ideas. Be careful to keep the discussion focused on the ideas and not on the person who suggested the idea.

**Variation: Popcorn Brainstorming**

This is a simple tool for groups to use when you feel that everyone is comfortable in contributing to the effort. Just open up the floor for ideas and take them as they come. No specific topic need be mentioned, or you can identify a general topic. Summarize ideas as necessary and record them on a flip chart.

*Note of caution:* When both employees and supervisors are in the same group, employees may feel obliged to agree with their supervisor, reducing the level of input or number of ideas. To overcome this situation, employees can sometimes be grouped separately from immediate supervisors.

**Variation: Sticky Note Brainstorming**

The process is fundamentally the same as a regular brainstorming session except you give individuals sticky notes to write down their ideas.