



Coaching for Innovation: Tools and Techniques for Encouraging New Ideas in the Workplace

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First published 2014 by Palgrave Macmillan

Treasure Chest for Facilitation

Material	Used for:	Pros and cons
Flipchart, spare paper, several sets of coloured markers	<ul style="list-style-type: none"> keeping track of discussion, input and ideas. writing questions down. visualisation and drawing. 	<ul style="list-style-type: none"> + Cost effective, unlimited supply / writing space, can be taped up around the room, can be stored, team members can use and access at the same time. - Use of paper could be seen as environmentally unfriendly.
Whiteboard, eraser, coloured markers	<ul style="list-style-type: none"> keeping track of discussion, input and ideas. writing questions down. visualisation and drawing. 	<ul style="list-style-type: none"> + Cost effective, team members can use and access. - Limited writing space, cannot be stored.
Post-its	<ul style="list-style-type: none"> writing down input and ideas. supporting individual reflection. brainstorming. 	<ul style="list-style-type: none"> + Cost effective, adhesive and easy to use, can be colour-coded, easily assembled and rearranged / reordered. - Too small for complex thoughts, difficult to store, too many can be confusing.
Pin boards, coloured cards*, pins, coloured markers	<ul style="list-style-type: none"> writing down input and ideas. supporting individual reflection. brainstorming. 	<ul style="list-style-type: none"> + Cost effective, easy to use, can be colour-coded, easily assembled and rearranged / reordered, more space to write than post-its / writing more visible. - Too many can be confusing and order and sequence easily lost when not pinned.
Loose sheets of A4 paper, good supply of colouring pens / pencils	<ul style="list-style-type: none"> visualisation and drawing. add creative potential to ice-breakers and energisers. 	<ul style="list-style-type: none"> + Add colour and fun, stimulate creativity. - Might have to overcome initial hesitance to use them.
Camera / mobile phone	<ul style="list-style-type: none"> taking photographs of flipcharts, whiteboards, pin boards, etc. taking snapshots of group activities and exercises. photos used for minutes and records. 	<ul style="list-style-type: none"> + Permanent record of the session, can be easily shared among team members and other stakeholders. - Depending upon how photos will be used, remember to seek permission from team members if necessary.
Treasure Chest, suitcase or box with magazines, photos, small objects, misc. material...	<ul style="list-style-type: none"> visualisation and collages. add creative potential to ice-breakers and energisers. build store of material for game play. 	<ul style="list-style-type: none"> + Could be useful at any time, gives you flexibility, you can improvise. - Need space and could be difficult to transport.

*21cm x 10cm cut from A4 card or ready made 10cm x 15cm index cards