**BSBINN301 Promote Innovation in a Team Environment**

**Task 2 – Guidelines on How to Encourage & Support Innovation in A Team.**

1. Each team member must pick one team goal or a part of team goal to resolve.

*E.g: If the business goals are to improve quality, profit, minimise environmental impact and regain lost market share. Each team must focus on one of those, say for this example, regain market share.*

1. Select an idea how you will resolve this goal.

*E.g: Use social media to re-connect with lost customers to regain lost market share.*

1. Select an Innovation Method

*E.g: Use Brainstorming.*

1. Plan how you will lead the team meeting to help you innovate a solution(s).

*Think about how you’ll introduce the problem and your idea and how you’ll get the most from the 5 minute meeting.*

1. Take turns to lead a team meeting.

*Duration of each meeting to be approx. 5 minutes.*

1. When leading the innovation team meeting, the leader must:
	1. Welcome Everyone
	2. State the Purpose of the Meeting – to receive ideas on how to achieve the team goal
	3. Initiate the session by proposing and describing your idea and how it will resolve the challenge
	4. Ask all team members to brainstorm improvements or changes or new ideas.

*E.g: Encourage team members to come up with other ideas or ideas within the social media. For example, which social media platforms, the target audience, when to market, the topics, etc. Maybe someone will come up with another idea to re-gain market share.*

* 1. Discuss/explore each suggestion.

*Ask questions, be encouraging and supportive.*

* 1. Take minutes of the main discussion points.
	2. Then paraphrase back to the team members.

*Ensure everyone understands the outcomes and required actions of the meeting.*

* 1. Tell everyone what the next steps will be and by when.
	2. Thank everyone
	3. Close the meeting
1. Your assessor will provide you feedback on your activity.
2. Answer Questions in Appendix 1.