

Program-Building Tool

Innovation Action Plan



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Program-Building Tool

Innovation Action Plan

Use this exercise when you want team members to make a strong and visible commitment to innovation. This exercise is especially useful when you want participants to develop personal action plans and establish accountability for their role in your innovation efforts.

FACILITATION GUIDE

SUGGESTED AUDIENCE: Relevant for all levels of staff and senior leadership.

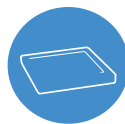
SET-UP:

- This exercise should be done individually or in teams of three to four people.

RECOMMENDED TIMING:

1. Introduction:	5 min.
2. Brainstorm:	15 min.
3. Group Discussion:	30 min.
	50 min.

SUGGESTED MATERIALS:



Worksheets
(enough for each participant, plus a few extra)



Whiteboard or flipcharts
(use them to write down all group ideas; no idea is a bad idea)



Colored markers, pens, and pencils
(separating ideas by color will help organize your thoughts)



HOW IT WORKS

- 1. Hand Out Worksheets:** Each participant should have a worksheet to create his or her own personal action plan.
- 2. Define the Challenge:** In this exercise, participants will brainstorm how they can show a true commitment to innovation by identifying the ways in which they can contribute to innovation every day they come to work. They will answer three simple questions and provide ideas for each:
 - What are three things you can start doing tomorrow to be more innovative?
 - As an influencer in your organization, what are three things you can do to activate innovation for all employees across the entire organization?
 - What are the three things you (or your organization) will have accomplished by the end of the year that will have made innovation successful?
- 3. Brainstorm:** People are given 15 minutes to brainstorm all the ways in which they will answer their action plan questions.
- 4. Group Discussion:** Have participants share their action plan ideas with the larger group. Use some of these questions to facilitate the discussion:
 - What do you see as necessary things to do in order to make innovation successful?
 - What are the innovation commitments you can make as active members of our organization?
 - What are the common threads in our action plans? Why?
 - How would we measure success at the end of one year?



Innovation must be supported from both the top and bottom of an organization. To make innovation truly sustainable and organic, it must be worked into the fabric of an organization, supported by leadership, and sustained by every member of the organization. In this exercise, you will brainstorm ways that you can show a true commitment to innovation, and you'll identify the ways in which you can contribute to innovation every day you come to work.

Think About:

- > Sharing and building ideas more effectively across the organization
- > Better capturing and archiving ideas
- > Getting out of the cubicle to find new perspectives

What are three things you can start doing *tomorrow* to be more innovative?

1. _____

2. _____

3. _____

Think About:

- > Sharing inter-departmental initiatives, or works-in-progress
- > Supporting risk-taking
- > Widespread communication on innovation

As an influencer in your organization, what are three things you can do to activate innovation for all employees across the entire organization?

1. _____

2. _____

3. _____

Think About:

- > Key metrics and benchmarks
- > Formal dedication of resources
- > New projects or initiatives
- > Partnerships

What are the three things you (or your organization) will have accomplished by the end of the year that will have made innovation successful?

1. _____

2. _____

3. _____
