

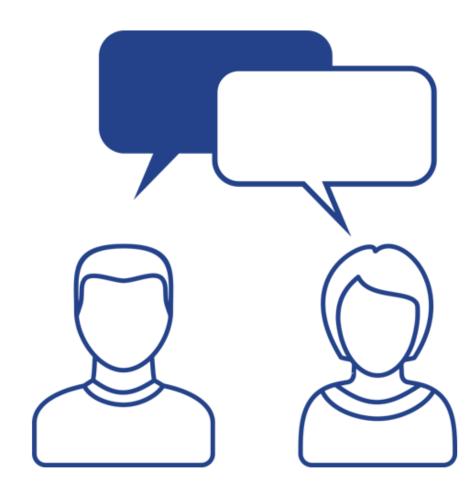
#### Introductions

• Take 5 Minutes

• Turn to a Person Near You

• Introduce Yourself

Business Cards



#### Key Takeaways

- No matter how you define Creativity, it is a skillset you can grow
- Simple changes to our management style can unlock huge potential in your teams
- Creativity can improve your relationships, team management, and personal development goals

#### Agenda

- What is Creativity?
- Why do we care about Creativity?
- Creativity Fundamentals Types of Thinking
- Using Simple Creativity Tools
- Summary

# Part 1: What is Creativity?



# What is creativity to you?



#### What is Creativity?



# Creativity is the ability to modify self-imposed constraints

- Ackoff & Vergara (1988)

#### Let's Do Some Math to Warm Up Our Brains!

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is the production of original ideas that are valuable

#### How can we look at things differently?

"In the beginner's mind there are many possibilities, but in the experts, there are few."

- Shunryu Suzuki















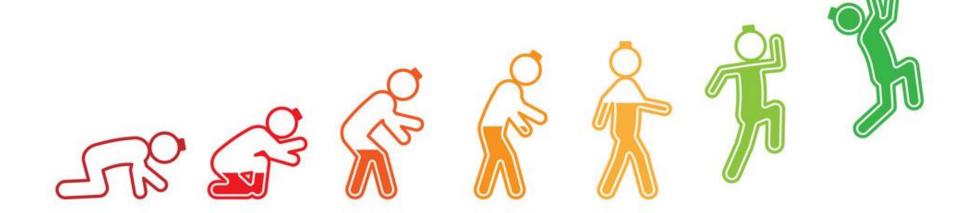






#### What is Creativity?

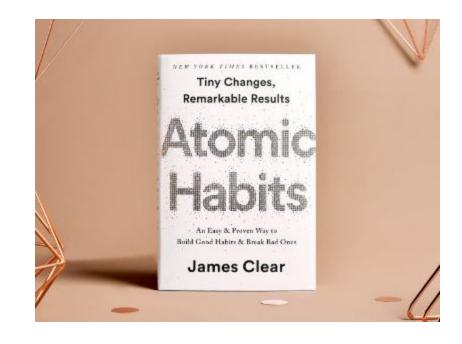
Creativity is an ability or skillset you can grow and improve!



#### **Building Creative Habits**

"With the same habits, you'll end up with the same results. But with better habits, anything is possible."

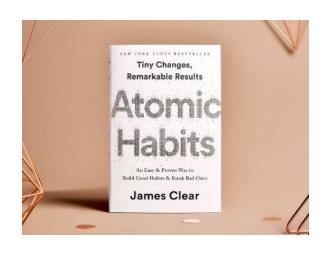
- Conventional Wisdom is to set actionable goals, but:
  - In a game, Winners and Losers both set a goal to win
  - Goals are a moment in time
- Goals are great to set a direction, but key to success is really habits that will lead you to those goals and beyond
- Habits are the systems or mechanism to achieve goals

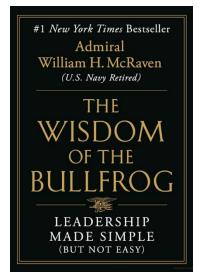


#### Let's Dive Deeper into Habits

https://www.youtube.com/watch?v=fB-qAfXDVaE

https://www.youtube.com/watch?v=KgzLzbd-zT4





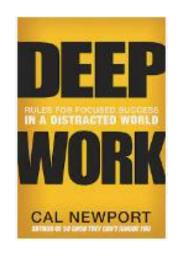
#### Building Good Habits in our Teams

- How can we build Healthy Team environments where we foster Creativity?
  - Goal: You Must Submit a Status report Habit: Sharing Issues as they arise
    - Remove Judgement to Increase Transparency and Trust
  - Goal: Get Your Timesheet Done Habit: Able to articulate work activities. What was worked on and what may have been missed
    - Plan and predict resource needs
    - Create balanced work environment

#### Deep Work

"Deep work is about focusing without distraction on cognitively-demanding tasks"

"Shallow work is any logistical or administrative task that can be done even while distracted"

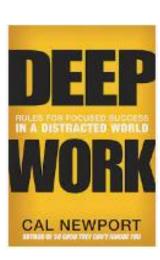


#### Deep Work

- To-do List vs Time Boxing
  - Block time for work, not just meetings
- A day without meetings??

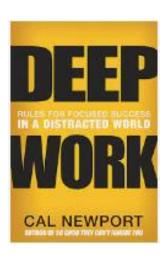
Make time for making time

Unavailable 1 week every 6 weeks



#### Deep Work

Allocate time to Unknown!



### Part 2:

Why Do We Care About Creativity?



#### Why Do We Care About Creativity?

• We can identify and reduce bad habits, get our entire team involved

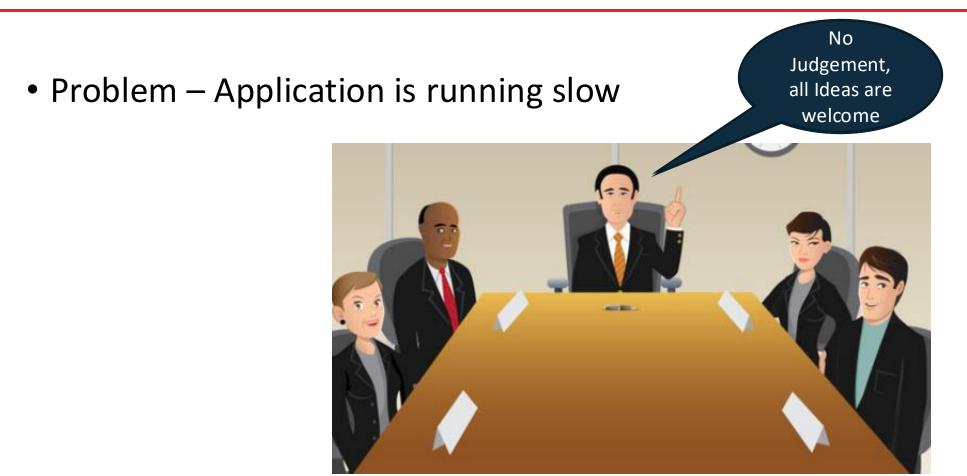
We can build new skills and feel confident to share Ideas

We can structure tough tasks, complex problem solving

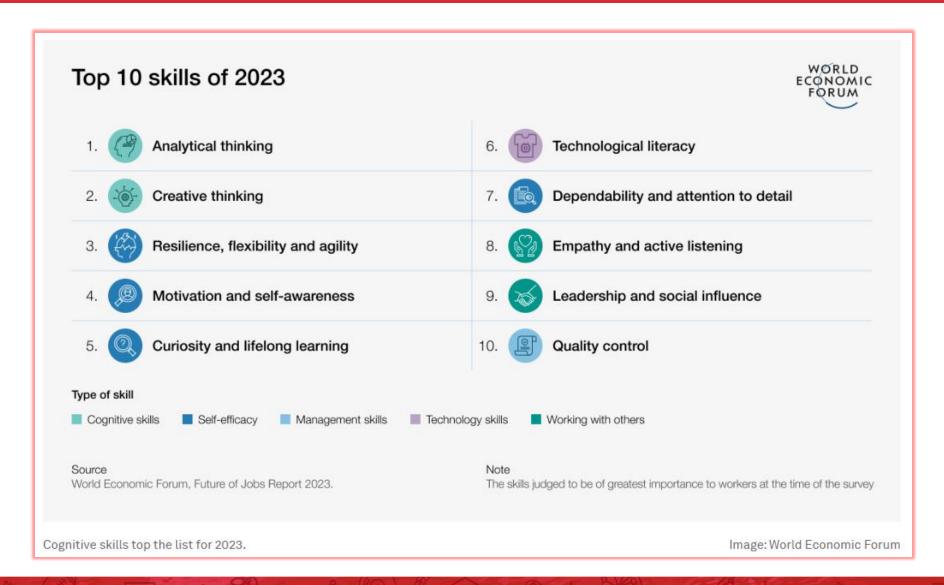
#### Reduce Bad Habits – Current Meetings



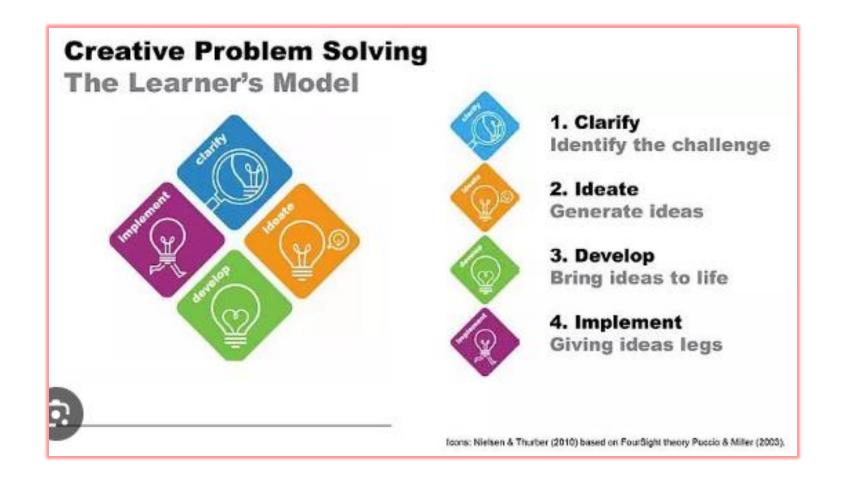
#### Reduce Bad Habits – Future Meetings



#### **Build New Skills**



#### **Build New Skills**



https://www.foursightonline.com/team-assessment

### Solve Complex Problems

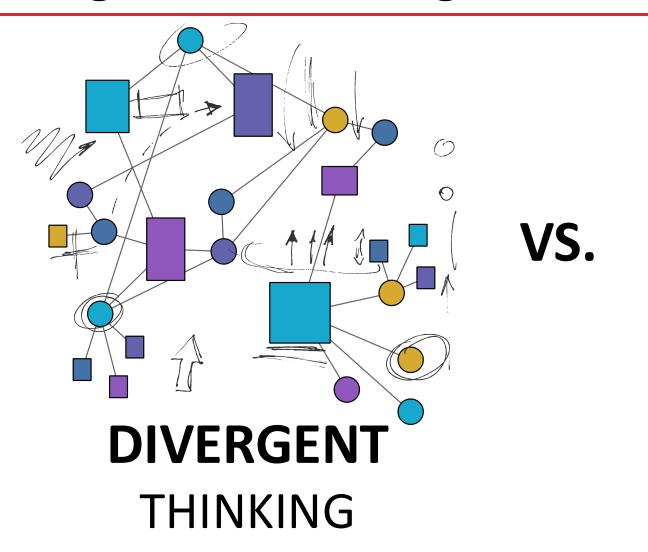
Problem solving tools From sources across the web					
Fishbone diagram	~	Flowcharts	~	Whys	~
Failure mode and effects analysis (f	~	Pareto chart	~	Brainstorming	~
Concept maps	~	Control charts	~	Pareto charts	~

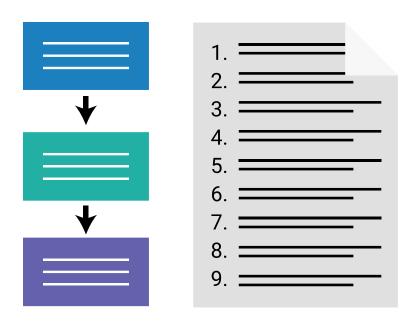
## Part 3

Creativity Fundamentals - Types of Thinking



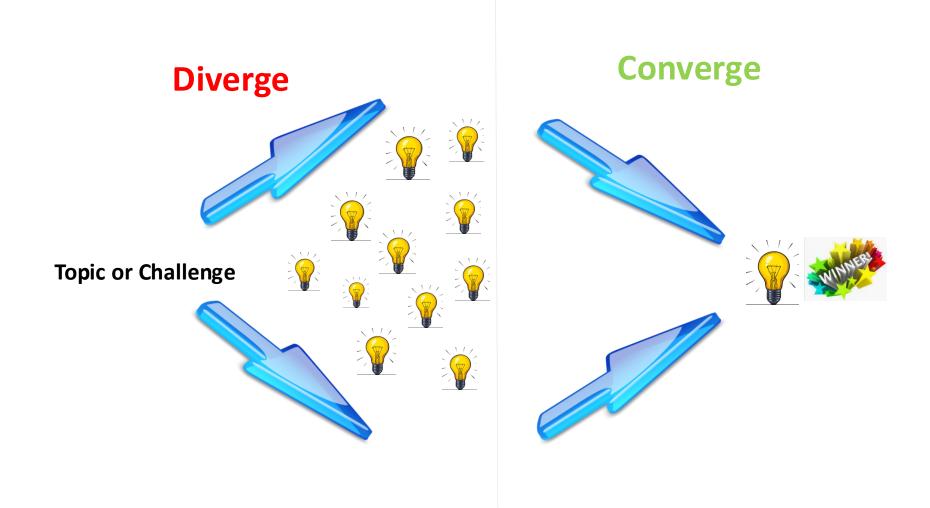
#### Divergent vs Convergent Thinking





**CONVERGENT**THINKING

### **Creativity Concepts**



### What is Divergent Thinking?

• The secret to creating new ideas is to separate your divergent thinking from your convergent thinking. This means generating lots and lots of options before you evaluate them.

#### **Defer Judgement**

Deferring judgment isn't the same as having no judgment. It just says, "hold off for a while". Avoid judging ideas as either bad or good in the divergent-thinking phase.

2 Combine and Build – Make Connections
Use one idea as a springboard for another. Build, combine, and improve ideas.

#### **Seek Wild Ideas**

Stretch to create wild ideas. While these may not work directly, getting way outside the box allows the space to discover extraordinary ideas.

Go For Quantity

Take the time necessary and use the tools in this guide to generate a long list of potential options.

- At certain points in the creative process, thinking and focus needs to shift. To select the best of our divergent options, determine their potential value. In the convergent thinking process, choice is deliberate and conscious. Criteria are purposefully applied as we screen, select, evaluate, and refine the options, all the while knowing that raw ideas still need development.
- Use the guidelines that follow when it's time to make decisions about the ideas generated by divergent thinking.

Be Deliberate

Allow decision-making the time and respect it requires. Avoid snap decisions or harsh judgments. Give every option a fair chance.

- Check Your Objectives

  Verify choices against your objectives in each step. This is a reality check are the choices on track?
- Improve Your Ideas

  Not all ideas are workable solutions. Even promising ideas must be honed and strengthened. Take the time to improve your ideas.
  - Be Affirmative
    Even in convergence, it's important to first consider what's good about an idea and judge with the purpose of improving, rather than eliminating, ideas.
- Consider Novelty
  Do not dismiss novel or original ideas. Consider ways to tailor, rework, or tame.

# Part 4 Using Simple Creativity Tools



### Divergent Thinking

### **Group Exercise Tools:**

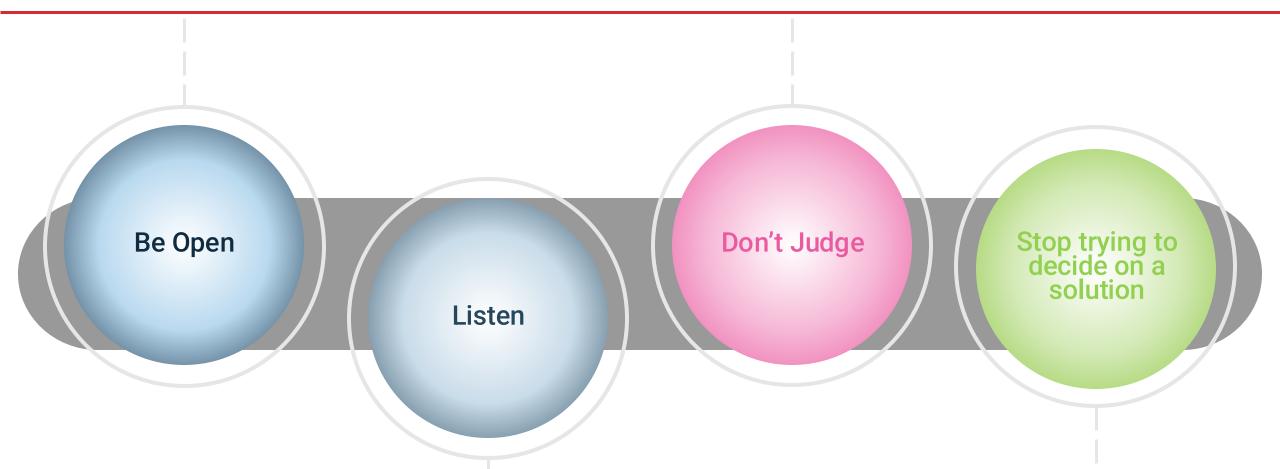
- Stick'em up Brainstorming
- Brain Writing
- Forced Connection

### Stick'em up Brainstorming

- Write it down, stick it up. This tool is as easy as that.
- State the problem or issue to be explored.
   Give background data.
- Write one idea per sticky note in headline form. Do not go into detail.
- Write legibly! Others will need to read what you've written.
- Post it on the wall or whiteboard
- Group together into themes



### Divergent Thinking?



What makes a conference appealing? (You fight to be there!)

### Brain Writing

• This tool is like brainstorming with the 'mute' button on. It's done quietly, allowing time to reflect, consider and elaborate on other ideas.

#### When to use:

- To generate ideas that are easier to implement.
- To generate options with introverted, quiet people.
- When an intimidating person is in the group.
- When you can't get everyone in the same location, and you need to collaborate virtually – use a tool like MS Planner.

#### **Example**

Las Vegas – Go to shows and have great dinners	Cruise – great meals and see multiple countries	Disney World – great fun for the kids and all in one place			
Alaska – see the Northern Lights	Italy – see where grandpa is from, amazing food	NYC – Broadway and tours			
Island – Any beach vacation for pure relaxation	BC – sea to sky	Hawaii – just <u>have to</u> go there at some point			

### Forced Connections

- Looking to really stretch beyond the ordinary? Forced Connections is a powerful creativity tool that helps to break free of the limits of logical thinking.
- This tool jars your brain back into creative action by forcing a connection between your challenge and a completely unrelated object.



#### Which idea is the best?

#### **Selection:**

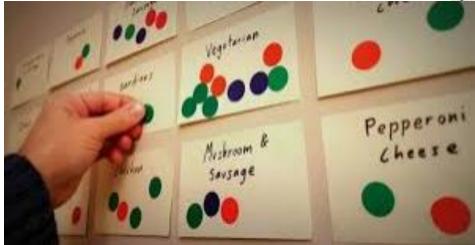
**Dot Voting** 

**Evaluation Matrix or Pairwise** 

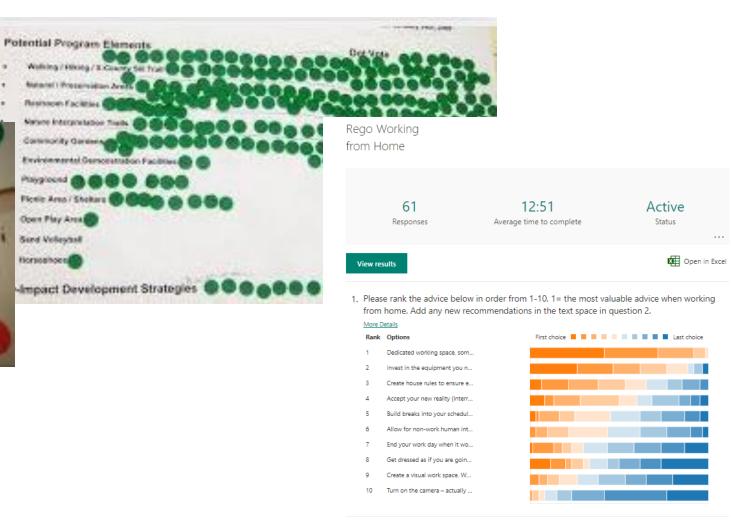
\* The last 3<sup>rd</sup> rule



Dot voting



\* The last 3<sup>rd</sup> rule



2. Other advice you would like to share on creating a productive home/virtual work environment:

#### PairWise

Vacation Ideas	Cruise	Italy	Disney	Paris	Winnipeg	Chicago	Delaware	Cancun	Hawaii	Camping in Alaska	SCORE
	0.0.00		2.0					-			
Cruise		1	0	1	1	1	1	0	0	1	6
Italy	0		1	0	1	1	1	1	1	1	7
Disney	1	0		1	1	1	1	1	1	1	8
Paris											0
Winnipeg											0
Chicago											0
Delaware											0
Cancun											0
Hawaii											0
Camping in Alaska											0

<sup>\*</sup> The last 3<sup>rd</sup> rule

# Summary





### Summary

- Using Creativity training and tools can improve your ability to be more creative
  - Improve meetings you facilitate
  - Build creative team environments
  - Challenge yourself to think differently
- Creativity is a skill set you can grow with training and practice
- Creativity training and tools can inject new energy into your management style and capabilities

## Questions?







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### Surveys

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- Click on Report PDU's
- Click on Course or Training
- Class Provider = Rego Consulting
- Class Name = regoUniversity
- Course **Description**
- Date Started = Today's Date
- Date Completed = Today's Date
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#### **Jacob Cancelliere, PMP**

VP of Account Enablement
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