

RISOVENT

Ideation to Workplace Creativity

Training Title:

Ideation to Workplace Creativity

Training Provider Details:

- **Company Name:** RISOVENT LTD
- **Registered Address:** White Building Studios, 1-4 Cumberland Place, Southampton, UK, SO15 2NP.
- **Email:** contact@risovent.com
- [Click here to read more about the trainer.](#)

Detailed Description of the Training

1. Training Summary

- This workshop explores the essential role of ideation in enhancing creativity within workplace settings. It helps participants understand how to generate innovative solutions through structured ideation techniques and mental frameworks. The session introduces three major ideation method types (Divergent Thinking, Cross-Pollination, and Challenging Perspectives) to help participants approach workplace challenges and opportunities with fresh, creative insights. Through discussion, visualisation, and hands-on exercise, participants learn how to move from understanding a problem to producing a range of actionable ideas ready for further development.

2. Training Aim

- To enable participants to understand and apply structured ideation methods that stimulate creativity, encourage collaboration, and support innovative solutions within workplace contexts.

3. Learning Outcomes

By the end of this workshop, participants will be able to:

- Explain the role of ideation in design thinking and its value in promoting creativity and innovation in the workplace.
- Differentiate between the three types of ideation methods: Divergent Thinking, Cross-Pollination, and Challenging Perspectives.
- Apply suitable ideation techniques to a real or simulated workplace challenge to generate creative ideas.
- Use visualisation and sketching methods to express and communicate generated ideas effectively.

4. Overview of the Training

- **Welcome and Icebreaker**
Participants begin by reflecting on how ideas are typically generated within their workplace and share common challenges or successes with creative thinking. This opening discussion sets the stage for rethinking ideation through a design thinking lens.
- **Part 1: Introduction to ideation**
Mini-lecture introducing the concept of ideation and its role within the design thinking process. The trainer explains how ideation bridges the gap between defining a problem and creating innovative solutions in practical workplace contexts.
- **Part 2: Types of ideation frameworks & methods**
To discuss the three types of ideation methods (Divergent Thinking, Cross-Pollination, and Challenging Perspectives) and illustrating how each supports creativity, idea generation, and opportunity discovery. Participants gain an understanding of when and how to use each method to generate meaningful ideas in diverse scenarios.
- **Part 3: Visualisation: Bringing Ideas to Life**
Short demo of digital visualisation and sketching methods, showing how participants can quickly transform abstract ideas into visual representations that are easier to discuss, refine, and communicate.
- **Part 4: Main Exercise – Workplace Application**
Participants apply selected ideation methods to a real or simulated workplace challenge. The exercise encourages experimentation, collaboration, and creativity, allowing participants to generate and present multiple directions or concepts based on what they have learned.
- **Wrap-Up and Q&A**
The session concludes with group sharing and a guided reflection on key takeaways. Participants discuss how ideation can be applied to their daily roles, and the trainer highlights how creative thinking can continuously improve workplace innovation.

Pre-Contractual Information

- **Business Name, Contact Details, and Address:** As provided above.
- **Description of Services:** Our training workshop combines lectures, interactive exercises, group discussions, scenarios and problem-solving activities. Participants will engage in self-assessment, collaborative exercise, and practical application to achieve the learning outcomes. More details are available above in points 1 to 4.
- **Price and Taxes:** The total price, including all applicable taxes (if any and where applicable), is detailed on our [Pricing Page](#). The service fee is transparent, with no hidden charges. Please note that for face-to-face training only, additional expenses such as transportation and accommodation are not included and will be charged separately if applicable.
- **Payment Methods:** Payment must be made via bank transfer to RISOVENT LTD's business bank account. Account details will be provided upon issuing and sending you an invoice.
- **Consumer's Obligation to Pay:** By confirming this service and signing the contract via email, you agree to the payment terms and acknowledge your obligation to pay the total amount due within 10 days of receiving the invoice via email.
- **Immediate Confirmation:** Following your agreement to proceed, you will receive an email confirmation of your intent to engage our services.
- **Contract Delivery Timing and Procedure:** The contract will be delivered via email once the service is confirmed by email. This ensures that the contract includes all terms before any party signs. The service terms and conditions, along with the contract and any other supporting documents, will be provided to the client via email.
- **Contract Format:** Sent in a PDF or Word format that you can easily save and print.

- **Opportunity for Questions and Modifications:** We strongly encourage you to review the contract details and any supporting documents, request modifications, and ask questions before signing. Please confirm acceptance by signing the contract and returning it via email.
- **Acknowledgment of Receipt:** Required from clients to ensure you have received and understood all contractual documents.
- **Cancellation Rights:** You have the right to cancel this contract within 14 days of signing, without providing any reason. To exercise the right to cancel, you must inform us of your decision through a clear statement by filling the contact form on <https://risovent.com/contact> or by sending an email to contact@risovent.com
- **Standard Cancellation Form:** Available via email or contact form upon request.
- **Accessibility of Information:** Alternative formats of training materials and pre-contractual information are available upon request. Please contact us for more information.
- **Technical Requirements for Online Participation:** To participate in the online training via Microsoft Teams, you will need:
 - A computer or tablet with audio and video capabilities.
 - A stable internet connection.
 - The latest version of Microsoft Teams installed.
 - A compatible operating system (Windows 10 or later, macOS 10.13 or later).
 - Recommended: A headset with a microphone for optimal audio quality.
- **Complaint Handling Policy:** We are committed to providing quality services. If you have any complaints, please contact us at contact@risovent.com. We aim to acknowledge all complaints within 2 business days and resolve them as soon as possible. Please refer to our [Complaint Handling Policy](#) for more details.
- **Need to Make a Change:** If you need to make any changes or correct any errors, please contact us at contact@risovent.com
- **Duration and Termination Conditions:** The contract includes the duration of the training workshop and any agreed-upon post-training support. Either party may terminate the contract under the conditions specified in the Service Terms and Conditions. The service terms and

conditions, along with the contract and any other supporting documents, will be provided to the client via email.

- **Contents of the Service Agreement**

The formal Service Agreement will outline the full terms of engagement, which may include details such as the training scope, total fees, payment terms, delivery schedule, client responsibilities, confidentiality, intellectual property, cancellation, and termination conditions, as well as any content or materials related to the provided RISOVENT service. The exact terms may vary depending on the service provided. This document will be sent to the client for review and signature before any payment is made or service delivery begins. The Service Agreement will also incorporate RISOVENT LTD's Service Terms and Conditions, which will be shared with the client at the time of contract preparation.

Certificate of Attendance

- RISOVENT LTD issues certificates of attendance to all participants who successfully complete the training workshop. It is important to note that these certificates are not accredited by any external body. Their sole purpose is to only confirm that participants have attended the workshop, and they do not imply any professional qualification or endorsement. Additionally, issuance of the certificate of attendance is optional and will only be provided to participants upon their request.

Contract Delivery and Client Interaction

- **Contract Delivery Timing and Procedure:** The contract will be delivered via email as soon as possible after the service is confirmed, ensuring that the contract reflects all terms before any party signs.
- **Opportunity for Questions and Modifications:** Strongly encouraged before signing the contract. Clients can review the contract details, request modifications, and confirm acceptance via email.
- **Acknowledgment of Receipt:** Required from clients to ensure that you have received and understood all contractual documents.

Target Audience

This training workshop is designed for professionals and teams who want to strengthen their ability to generate creative and innovative ideas in a structured and practical way. It is particularly suited for:

- **Early-to mid-career professionals** who want to enhance their creative confidence and learn how to transform ideas into tangible workplace improvements.

- **Innovation and design teams** seeking to expand their toolkit with effective ideation frameworks for collaborative problem-solving.
- **Managers and project leaders** looking to inspire creativity within their departments and lead more engaging brainstorming or idea development sessions.
- **HR officers** who wish to integrate ideation and creativity-based learning experiences into their organisational internal development programs.
- **Organisations undergoing digital transformation or culture change** that want to cultivate an internal culture of innovation and creative thinking among employees.

Duration and Scheduling

- Four-hour training workshop

Training Format and Location

- Online via Microsoft Teams or face-to-face* at the client's workplace

Participant Capacity

- Maximum of 30 individuals per session.

Financial Information

- **Payment Terms:** Due within 10 days of sending the invoice via email.

Total Price

- [Please read the price page by clicking here.](#)

Cancellation Policy

- You have the right to cancel the service and contract within 14 days of signing, without providing any reason.

Privacy Policy

- To learn more about RISOVENT LTD's Privacy Policy, please [click here](#).

Additional Notes

- Both online and face-to-face* training are available for clients based in the United Kingdom (UK).
- For organisations or companies based outside the UK, online training is available worldwide.
- Face-to-face training for international clients may also be available depending on RISOVENT LTD physical availability and travel capacity.
- If face-to-face delivery is not possible, the training can still be delivered online.
- **** For face-to-face training delivered to clients, please note that the training fee does not cover additional expenses such as transportation and accommodation.***

More Information

- For additional details, please visit the **FAQ** page on the RISOVENT website by [clicking here](#). If you have further questions, feel free to contact us at contact@risovent.com

Outline schedule – The following plan can be updated or modified

Duration	Session Segment	Format
10 minutes	Welcome & Icebreaker	Reflection on workplace ideation experiences
20 minutes	Part 1: Introduction to Ideation in Design Thinking	Mini-lecture
50 minutes	Part 2: Types of Ideation Frameworks & Methods	Discuss the three types of ideation methods:
10 minutes	Break 1	Coffee/Tea
35 minutes	Part 3: Visualisation – Bringing Ideas to Life	Short demo of digital visualisation and sketching methods
10 minutes	Break 2	Coffee/Tea
80 minutes	Part 4: Main Exercise – Workplace Application	Participants apply selected ideation methods to a workplace challenge
15 minutes	Wrap-Up & Q&A	Sharing frameworks, trainer insights, open discussion

4 hours in total