The ACHIEVE Guide

TO

Holding an Innovation Day

Why Have an Innovation Day?

An innovation day is dedicated time for your team to reflect, collaborate, and solve real problems together.
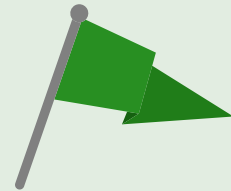
It encourages curiosity, surfaces untapped ideas, and helps create a more engaged, forward-thinking, and efficient workplace.

This guide will help you plan and run your own innovation day using a proven structure.

CURIOSITY DRIVEN BY LIFELONG LEARNING LEADS TO

60%

improvement in team morale.

Skillsoft

Quick Start Checklist

- [ ] Choose a date and set the tone
- [ ] Send out the agenda and curious questions
- [ ] Find a facilitator
- [ ] Assign groups and roles
- [ ] Print out the Project Planning Tool
- [ ] Let curiosity lead the way!
- [ ] Follow-up

7 Steps to Innovation

📅 1. Choose a date and set the tone

Once you've found a time when everyone can meet, send out a quick message letting your team know the date and why you're making this a priority: "This day isn't about doing more – it's about making things better. We're giving ourselves space to fix what's bugging us and explore new ways of working."

❓ 2. Send out the agenda and curious questions

A. The Agenda

Create and share an agenda before the meeting so everyone knows what to expect.

Here's the agenda we used for our Innovation Day Meeting:

Time	What You'll Do
10:00 AM	Welcome and Purpose (Set the stage)
10:15 AM	Individual Reflection (Use the pre-work questions)
10:35 AM	Small Group Discussions (Wins, frustrations, fixes)
11:40 AM	Share Back (One win and one idea per group)
12:00 PM	Lunch and Optional Cleanup/Declutter Time
12:45 PM	Afternoon Group Work (Action planning and problem-solving)
2:45 PM	Final Debrief (Share progress and assign project leads)
3:00 PM	End (Celebrate progress and commit to follow-up)

CURIOSITY DRIVEN BY LIFELONG LEARNING LEADS TO

55%

**increase in innovation.**

Skillsoft

B. The Curious Questions

Encourage people to think about their daily tasks, larger projects, and any organization-wide initiatives they are contributing to. Ask them to reflect on the following questions:

- What's working well, and why?
- What projects or processes need improvement?
- What are our clients struggling with?
- What's bugging you?
  - What do we say we should fix but haven't yet?
  - What are we duplicating, redoing, or working around?

Send your team the *What's Bugging You?* resource later in this document to help get them thinking about what to innovate on. Encourage them to bring their ideas to your innovation day.

It can be helpful to include your organization's priorities, so people have a sense of what you're looking for from this activity.

CURIOSITY DRIVEN BY LIFELONG LEARNING LEADS TO

49%

improvement in talent retention.

Skillsoft
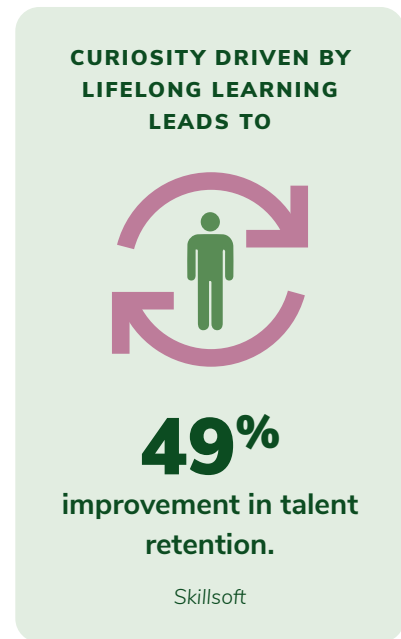
3. Find a facilitator

Choose someone who will get people motivated to collaborate on some ideas! Make sure they know the ins and outs of the day before they present.

4. Assign groups and roles

Craft the innovation groups so they each have a mix of strengths (vision, detail, action). On your innovation day, assign or let groups choose one of the following roles:

- **Timekeeper**
- **Note taker**
- **Project lead** (for each project idea)

5. Print out the Project Planning Tool

Either print or send out the Project Planning Tool attached to this document so teams can plan their innovations.

6. Let curiosity lead the way

You've set the tone and done the prep – now you're ready to have your innovation day.

7. Follow-up

Gather each group's innovation projects and decide which ones are worth pursuing. Let your organization's priorities be your guide as you sift through the ideas.

Make sure the team leads know what they're responsible for, and celebrate when a project reaches the finish line!

Tips to Make the Most of the Day

- Keep it light and open. Remember, there are no bad ideas!
- Mix quick wins with long-term projects.
- Make it visual – use a whiteboard or digital Kanban board.
- Celebrate progress and failure – both can teach you something.
- Set a follow-up plan. Regular check-ins make all the difference!

92%

of employees view curiosity as a catalyst for job satisfaction, motivation, innovation, and performance.

Harvard Business Review

What's Bugging You?

Use this resource to think about what you can improve for yourself, your team, and your clients. As you discuss your innovation ideas, keep coming back to the following questions:

- What projects or processes need improvement?
- What are our clients struggling with?
  - What problems are they having?
  - What do they want?
  - What do they need?
- What's bugging you?
  - What do we say we should fix but haven't yet?
  - What are we duplicating, redoing, or working around?

Innovation Idea	Potential Solution

Common areas that need innovation:

- Time spent searching for items/info
- Time spent waiting
- Excess inventory
- Overproduction
- Transportation

- Misinformation/miscommunication
- Inefficient procedures or tools
- Unused staff skills or know-how
- Overprocessing
- Defects/mistakes

Project Planning Tool

Use this resource to map out your innovation projects and make a plan.

Project idea	Project lead	Team members	Due date or milestones	Which organizational priority does it support?