

RECORD – Suggestions on the Use of Flip-charts

RECORD: The effective use of flip-charts can enhance the quality of meetings, the suggestions in the RECORD acronym have proven to be helpful.

Record each idea exactly the way the person stated it

Ensure that the person is satisfied with the way the idea was “recorded”

Correct or modify the phrase as necessary

Observe the person to ensure that the idea was correctly recorded

Revise the phrase again, if necessary

Do take the time to nurture ideas, especially new ones!

Note: Further information on the above acronym can be found within the current website or it will be added in the future as the website is developed.