Day Four: Problem Solving and Decision Making

Effective Planning
1. Prepare a project overview
2. Break down the work
3. Assign responsibilities
4. Put the plan into action; track its progress
5. Prepare a closeout report

Systematic Problem Solving
1. Describe the problem
2. Gather information
3. Determine critical factors
4. Visualize success
5. Create action steps
Comparison

Effective Planning | Problem Solving
1. Prepare overview | 1. Describe the problem
2. Break down the work | 2. Gather information
3. Assign responsibilities | 3. Determine critical factors
4. Put the plan into action | 4. Visualize success
5. Prepare a closeout | 5. Create action steps

Systematic Problem Solving
1. Describe the problem
2. Gather information
3. Determine critical factors
4. Visualize success
5. Create action steps

Decision-Making Tools
- Brainstorming
- Consensus
- Multi-voting
- Parking lot
Dad’s Old Saying:

“It’s better to be part of the solution, than to be part of the problem.”