




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


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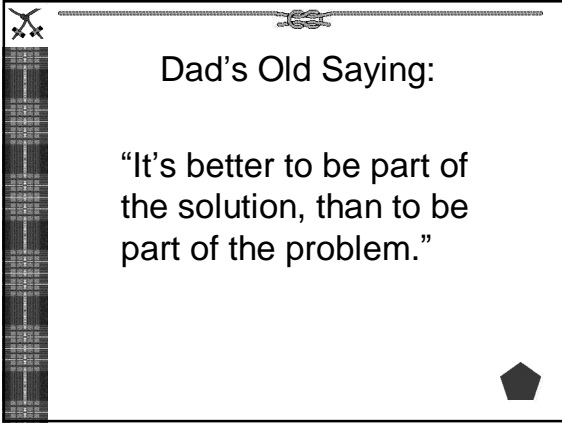




Decision-Making Tools

- 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."
