



## Real World Team Leadership Tool 5: Team Problem Solving

# Agenda

Date: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

____ minutes	<p>2. <b>Identify Root Causes</b></p> <p>a) Brainstorm a list possible causes in the following 5 areas</p> <p>i) Chance</p> <p>ii) Policies/Procedures</p> <p>iii) Equipment/Resources</p> <p>iv) Systems</p> <p>v) People</p> <p>b) Select and list the ones that are most likely to be the cause and easiest to fix</p> <p>c) Select a single cause to fix</p>	Participants, Leader
____ minutes	<p>3. <b>Generate Alternative Solutions to the Cause</b> <i>(a skill applied here: "going wide" to produce information through brainstorming)</i></p> <p>a) Brainstorm a list of possible solutions to the cause you selected in 2c</p>	Participants, Leader
____ minutes	<p>4. <b>Select the Best Solution to Implement</b> <i>(Note: As with each of the other 7 tools, this step is a "narrowing-in" step to bring clarity and closure to the process.)</i></p> <p>a) Produce a matrix of criteria for selecting the best solution: The must haves, the want to haves</p> <p>b) Review each possible solution against the criteria you have developed</p> <p>c) Select the solution that best matches your criteria</p> <p>d) Commit to generating an implementation plan</p>	Participants, Leader
Depends on project	<p>5. <b>Implement the Solution</b></p> <p>a) Take action per project plan to pursue tasks/goals</p> <p>b) Monitor progress and needs as they arise</p>	Participants, Leader
Depends on project	<p>6. <b>Evaluate the Implementation and Modify</b></p> <p>a) Measure process variables and outcomes to determine project's success/deviation with desired</p> <p>b) Modify plan and actions accordingly</p>	Participants, Leader
15 Minutes	<p><b>Administrative Wrap-up</b> <i>(Note: This is the standard ending for all eight work session tools.)</i></p> <ul style="list-style-type: none"> <li>✓ Address issues in Parking Lot</li> <li>✓ Review action items and accountabilities (what by whom by when). Confirm next meeting</li> <li>✓ Provide Process Observer report</li> <li>✓ Provide Learning Observer report</li> <li>✓ Discuss: Were the goals of this meeting met?</li> </ul>	Parking Attn Recorder Process Observer Learning Observer Participants