

Small Group Planning and Problem Solving

Priority Selected:

1. Desired Outcome and How It Will Be Measured:

2. **Brainstorm** all available resources/positive factors that might facilitate achievement of desired outcome **and** all obstacles that might prevent achieving the desired outcome:

Resources (+)

Obstacles (-)



3. Select one (1) obstacle from #2 to address first and identify it in behaviorally descriptive terms – ensure everyone understands it.

4. Brainstorm strategies to reduce or eliminate only the obstacle identified in #3 and record them below. These are only ideas. Do not consider feasibility or implementation at this stage.

5. Using the list generated in #4 as a stimulus, but not as a limit to ideas, develop multiple action plans to reduce or eliminate only the obstacle identified in #3. Specify who will do what (descriptively) and by when. **DETAIL IS A MUST!!!!**
6. Specify a plan for follow-up for each action plan. (How will completion be verified and outcome evaluated)

#1 Who:

What action:

When:

Plan for Follow-Up:

#2 Who:

What action:

When:

Plan for Follow-Up:

#3 Who:

What action:

When:

Plan for Follow-Up:

[use additional work sheets if necessary]

7. Plan for evaluation of reduction or elimination of obstacle identified in #3:

REPEAT PROCESS, BEGINNING WITH #3, SELECTING A NEW OBSTACLE.

8. Plan for evaluating progress toward achievement of desired outcome specified in #1