

Small Group Planning & Problem Solving

1. Identify the problem or goal in concrete, behaviorally descriptive terms (What will be the result if successful – desired outcome?)

2. Through brainstorming, identify resources/opportunities (+) and barriers (-) to solving the problem or achieving the goal:

Resources/Opportunities (+)

Barriers(-)_____

3. Identify (*) one Barrier in the list above as the one you will address first. Others will then be addressed.

4. Through brainstorming, identify as many ideas as possible for reducing or eliminating the identified barrier – these are only ideas! Do not evaluate them or attempt to figure out how to implement them. In addition, you are not limited to the resources/opportunities listed in #2. They are only a stimulus....

5. Develop multiple action plans to address only the identified Barrier. For each action plan, specify who, will do specifically what, and by when.

6. Develop a follow-up plan for each action plan that explains how implementation will be monitored, as well as how support will be provided. How will reduction or elimination of the identified barrier be evaluated?

7. Develop an evaluation plan that provides a detailed explanation of how data will be collected to determine progress toward resolution of the problem or achievement of the goal identified in #1.

8. Describe the process for determining if satisfactory progress has been made and, if it has not, how action plans will be modified and/or how new action plans will be developed.