Directions

Name__________________________________________________

1. **DEFINE THE PROBLEM.**
   Go beyond the given information. Clearly identify/write out the problem.

2. **GATHER INFORMATION, EXPLORE ALL OPTIONS.**
   Identify the facts that will help your team solve the problem, and the factors that can prevent solving it.

3. **BRAINSTORM POSSIBLE SOLUTIONS.**
   Be creative! Go for quantity. Quality will come from quantity. No criticisms.

4. **ANALYZE EACH SOLUTION.**
   Be open-minded. Listen to the opinions of other group members.

5. **REACH CONSENSUS.**
   All members must be willing to live with the group decision.

6. **IMPLEMENT YOUR DECISION.**
   After coming to consensus, act on your decision.

7. **EVALUATE**
   Gather information showing that the solution/decision did or did not work. Everyone should have a chance to contribute during the evaluation process.