

Innovative Problem Solving—Team Tracker

Name
 Team Member 1
 Team Member 2
 Team Member 3
 Team Member 4
 Team Member 5
 Team Member 6

Problem Definition Skills	
Figuring out the problem to work on, collecting facts, identifying key facts, generating related problem statements, and collecting the best problem statement to meet goals.	
Evaluate problems from a variety of perspectives	
Accept responsibility for the consequences of his/her personal actions	
Pay attention to what needs to be done	
Make decisions on a proactive basis	
See problems before they hit them in the face	
Be inventive and aware of critical issues	
Think ahead about problems and solutions	
Identify both crisis issues and minor problems	
Discover what is causing problems	
Set challenging and attainable goals	
Build organized strategies and programs	
Be attentive to long and short term goals	

Solution Finding Skills	
Looking at the problem from different points of view, generating a wide range of possible solutions, selecting solutions based on specific criteria.	
Respect principles, rules, and property	
Know what needs to be done and what can be done	
Know when to take risks and chances	
Pay attention to inventive thinking	
Use inventive thinking without losing perspective	
Take time to be creative and inventive	
Be open to ideas for solving problems	
Translate priorities into decisions	
Set priorities that will integrate all needs	
Keep decisions consistent with beliefs, goals and plans	
Have a personal commitment to do what is right	
Stick by decisions	
Be open to the ideas and suggestions of others	
Be willing to listen to others' opposing points of view	
Suggest improvement and adjustments in a positive	
Be attentive to consequences of solutions	

Implementation Skills	
Translating solutions into action steps which include selling and getting approvals for solutions, testing, measuring and fully implementing the solutions, making adaptations as required.	
Assign tasks clearly and specifically	
Be willing to keep the commitments they make to others	
Be responsible and accountable for their own actions	
Be willing to do whatever it takes to accomplish goals	
Be realistic and honest with self about what they can or are willing to do	
Stay on track until the task is completed	
Identify obstacles and ways to overcome them	
Track the success and failure of decisions	
Monitor progress to keep things on schedule	
Plan for things not working out as expected	
Know what is needed to support decisions	
Make an effort to keep things on schedule	
Know the time needed to complete tasks	
Emphasize importance of standards and codes	
Set realistic standards and expectations	
Build strategies for crisis intervention	

Teamwork Skills	
Using and contributing diverse perspectives, assisting one another to be more effective problem solvers, building individual and team strength while recognizing and affirming both contribution and success.	
Have good problem solving ability	
Be open to their own mistakes and willing to change	
Continually seek to improve performance	
Keep an open mind	
Promote confidence in others to take risks	
Put the interests of the team/company above selfish	
Seek feedback from others to improve performance	
Communicate optimism, vision and purpose	
Have a sense of optimism and a belief that things will work out	
Embrace and reinforce the value of sharing and cooperation	
Provide feedback in a positive manner	
Deal with conflicting issues in a positive manner	
Be sensitive to the needs, concerns, and attitudes of others	
Develop and maintain trust from others	
Help others to have the confidence to take risks	
Be open to listening to others' views without personal bias	

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Key

Excellent	
Very Good	
Satisfactory	
Poor	