INNOVATIVE PROBLEM SOLVING

NAME: _____

DATE: _____

Problem Definition	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.
Solution Finding	Looking at the problem from different points of view, generating a wide range of possible solutions, selecting solutions based on specific criteria.
Implementation	Translating solutions into action steps which include selling and getting approvals for solutions, testing, measuring and fully implementing the solutions, making adaptations as required.
Team Work	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.

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	Excellent	Good	Satisfactory	Poor
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				

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SOLUTION FINDING SKILLS

	Excellent	Good	Satisfactory	Poor
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 manner				
Be attentive to consequences of solutions				

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IMPLEMENTATION SKILLS

	Excellent	Good	Satisfactory	Poor
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 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				

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TEAM WORK SKILLS

	Excellent	Good	Satisfactory	Poor
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 interests				
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				
Be sensitive to the needs, concerns, and attitudes of				
Help others to have the confidence to take risks				
Be open to listening to others' views without personal bias				

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First, Reflect on your results.

➢ Did any surprise you? Why?

➢ Are there any items that show a level of development that you wish to strengthen?

➢ What are some possible ways you go about doing that?

Second, select some action steps and build a concrete plan.

➢ Which steps make the most sense to take?

➢ What will I gain by taking those steps?

➢ What or who could slow me down in the achievement of those gains?

➢ How will I overcome those obstacles?

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Third, develop support that will enable you to sustain growth

➢ Who might be a resource for me as I move forward?

➢ When and how will I take the first step?

➢ When and how will I monitor my progress?

➢ When and how will I celebrate my success?