

Define the problem

- Collaborate with stakeholders
- Identify causes rather than symptoms
- Separate facts from hearsay
- Define the affected parties and processes

Generate possible alternatives

- Include short- and long-term solutions
- Postpone evaluating ideas
- Brainstorm ideas with stakeholders
- Generate alternatives that have potential to solve the problem

Select a solution

- Evaluate all alternatives
- Choose solutions without bias
- Select solutions in line with organisational goals
- Gain buy-in from stakeholders

Implement and evaluate

- Specify the solution clearly
- Develop ongoing measures and monitoring processes
- Collect feedback from affected parties
- Analyse long-term results

Communication For Problem Solving

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