

Title of Lesson: Steps to Solutions

Curriculum Unit: Problem Solving & Decision Making

Objective: To develop a step-by-step process to work toward accomplishing desired solutions to problems.

Materials:

- Steps to Solutions Worksheet

Directions:

1. The worksheet can be used for committees or class.
2. Go over the definition of a norm before handing out worksheet.

Norms: The rules of behavior that are part of the ideology of the group. Norms tend to reflect the values of the group and specify those actions that are proper and those that are inappropriate, as well as rewards for adherence and the punishment for conformity.

3. Briefly talk about the fact that issues/problems will arise over the course of the year when planning and running events and it is important to have a decision making process/model in place for your committee/class.
4. Break into groups and distribute one worksheet to each group.
5. Give 15–25 minutes to work in groups.
6. Each group then presents their model (rough draft).
7. *Optional:* Teacher can show additional decision-making models.

Sample Decision-Making Process

- Define and clarify the issue—does it warrant action? If so, now? Is the matter urgent, important or both.
 - Gather all the facts and understand their causes.
 - Think about or brainstorm possible options and solutions.
 - Consider and compare the pros and cons of each option—consult if necessary
 - Select the best option—avoid vagueness or 'foot in both camps' compromise.
 - Explain your decision to those involved and affected, and follow up to ensure proper and effective implementation.
8. Break back into groups to refine/change their model until they have a final product that they will use for the year.

Sample Processing Questions:

- Was it difficult deciding or coming to an agreement on a decision making model without having a way/process already in place for disputes?
- Is one model better than another?
- Is detail important?
- What would you keep and what would you change after viewing strategies experts use?

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Steps to Solutions Worksheet

Objective: Develop a step-by-step process to work toward accomplishing desired solutions to problems.

Step 1: After reading the definition of the term “norms,” agree upon five norms for your group.

Norms: The rules of behavior that are part of the ideology of the group. Norms tend to reflect the values of the group and specify those actions that are proper and those that are inappropriate, as well as rewards for adherence and the punishment for conformity.

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Step 2: Design a decision-making model for your committee (use back if necessary)

Goal: Your committee will use these steps as a guide when issues arise during project planning.