

### LEADERSHIP SKILLS: PROBLEM SOLVING

When faced with a problem, going back to basics can be beneficial.	
<b>DEFINE:</b>	<ul style="list-style-type: none"><li>- Ensure a clear understanding of the problem. Remember, the issue presented may not be the actual problem.</li><li>- Identify the desired outcome clearly.</li></ul>
<b>GATHER:</b>	<ul style="list-style-type: none"><li>- Gather all relevant and necessary information.</li><li>- Take time to ensure the information you have is accurate and still applicable.</li><li>- Ask yourself, 'so what?'. What are the implications of the information you have gathered?</li></ul>
<b>LIST:</b>	<ul style="list-style-type: none"><li>- Brainstorm potential options and solutions.</li><li>- Consider different perspectives: Would others see the situation differently or suggest additional solutions?</li></ul>
<b>EVALUATE:</b>	<ul style="list-style-type: none"><li>- Test or work through potential solutions.</li><li>- Have the courage to disregard your solution if it becomes clear it is not the right one.</li></ul>
<b>SELECT:</b>	<ul style="list-style-type: none"><li>- Choose the best solution available.</li><li>- Keep in mind that the best option may not be perfect, but it should be the most suitable option.</li></ul>

<b>TOP TIPS:</b>	
<ul style="list-style-type: none"><li>- <b>Stay Objective:</b> Separate emotions from facts when analysing the problem.</li><li>- <b>Collaborate:</b> Involve others to gain fresh insights and diverse perspectives.</li><li>- <b>Prioritise Clarity:</b> Clearly define the problem and the desired outcome before jumping to solutions.</li><li>- <b>Be Adaptable:</b> Be willing to revise or abandon solutions if they prove ineffective.</li><li>- <b>Challenge Assumptions:</b> Regularly question your thinking to avoid cognitive bias.</li><li>- <b>Focus on Impact:</b> Choose solutions that address the root cause and deliver meaningful results.</li></ul>	
<b>DANGER:</b>	Always review your decision for the effects of cognitive bias: A subconscious factor that can undermine effective decision making.