Easy HR
Problem Solving
Problem Solving Steps

Use logical problem solving steps to overcome many emotional issues
Step 1

Identify the problem

Ensure everyone understands the problem, in order to ensure that the focus is on solving the problem, rather than any side issues.
Step 2

Investigate the problem

Why is the problem a problem?

Consult with all parties to determine as much information as you can.
Specify your objective

What do we want to achieve.

Without knowing where we want to go, we have no way of knowing what’s required to get there.
Step 4

Generate Solutions

It is important that all possibilities are considered.

Brainstorming may be useful
Step 5

Evaluate Solutions

Evaluate the pros and cons of each solution.

Objectively view all possibilities and take into account everyone’s views and opinions.
Step 6

Implement Best Solution

Implement the selected solution.

Ensure the solution is effective by considering training, education, procedural changes, etc.
Monitor & Evaluate

There is no use implementing a solution and just assuming it will achieve all objectives you set.

We must monitor and evaluate to ensure our solution will meet our objective.