

Name:
Year:



As part of every **Skills for U** session, you are going to learn about a skill that will help you throughout your life, and also make you more employable!

In this session you are learning all about **Problem Solving**, why it is important and how you can get better at it.

Everything you need to complete this worksheet is either in the PowerPoint presentation you have just listened to or on this sheet.

Throughout the programme we will also highlight a job that uses the skill we are learning about. The job for **Problem Solving** skills is a **Lawyer**.

Question: Why is it important for lawyers to have good **Problem Solving** skills?

Question: What other jobs or businesses need good **Problem Solving** skills? Why?

Task 1: Steps Towards a Solution

You can break problem solving down into five key steps. By thinking about how we use problem solving skills in everyday life, we can practise using these five steps to solve real life problems. They can then be used to help solve more complex problems at work or in school.

Complete the table below by thinking about the kind of problems you encounter regularly. The first two rows have been completed as examples. You might want to come back and revisit this section to fill in the final column later.

Try to consider:

- ▶ What are the advantages and disadvantages of each solution?
- ▶ Are there any consequences of not finding a solution?

Problem.	Ideas for Possible Solutions.	Decision – Which solution are going to use?	Take Action – When are you going to try it?	Look Back and Evaluate – Has the problem been solved?
Sleeping through my alarm.	Set several alarms and hope one of them wakes me up. Ask someone else in the house to wake me up. Go to bed earlier.	Ask someone else in the house to wake me up.	This week.	The solution worked well but they forgot to wake me up a few times, maybe I need to try a different solution and see if that is more effective.
Losing my phone charger.	Use only one plug when charging my phone so I always know where it is. Use my phone less often so it doesn't need charging as frequently. Buy more chargers so I have a spare if I lose one.	Use only one plug when charging my phone so I always know where it is.	This week.	This worked well as I haven't lost my charger all week but means that I can't always use my phone when it is charging.

Task 2: Generating Solutions

Coming up with possible solutions is one of the most important steps in solving a problem. Depending on the problem, this might be something you do as a team or on your own.

Question: What methods can you think of to help generate ideas? We have given you an example to start you off.

- Mind map

Task 3: Problem Solving in a Team

In the workplace, you will mostly be solving problems as part of a team. To complete this next task, you will need the help of friends or family; which means you get to practise your problem solving and teamwork skills. Remember: You do not have to be face-to-face to work successfully in a team, think about other methods that you could use to communicate with one another.

In your team, decide on an effective solution to the following problem:

It has been identified that your school is not as eco-friendly as other schools in the area and the council has asked you to come up with a solution to make your school greener. They would like to solve this problem, whilst achieving the following results:

- ▶ Increase in local wildlife (such as insects and bees) in green spaces
- ▶ Lower energy consumption
- ▶ Less Waste
- ▶ More recycling

Your school has indicated that there is little money to dedicate to this project and so you face the challenge of solving the problem with a budget of just £500. Think creatively about how both staff and pupils can be more eco-friendly on a budget. Come up with as many solutions as you can before deciding on a few that would effectively solve the problem.

1. *What is the problem? Can you identify any of the negative impacts of not being eco-friendly and the benefits of going green?*

2. What are your ideas for a solution(s) to the problem? Remember to write down EVERYTHING before deciding on what you think will work best.



3. What solution(s) have you decided on and why? What benefit do you expect them to have?



4. How quickly could these changes be rolled out?



Task 5: Evaluation

Congratulations on completing the previous tasks!

We have one final thing for you to do.

Question: How have the tasks you have done helped you learn about Problem Solving skills?

