school problem identification template

| Problem |
| --- |
| What is the problem you are trying to solve? |

| Audience |
| --- |
| Who would you discuss your problem with? Who could change the circumstances or solve the problem? |
| What do you need to do to prepare for your meeting? *(for example, check for breaks in their schedule, meet before or after school, gather any other individuals to also be at the meeting, create any documents or presentations)* |

| Why Is This a Problem? |
| --- |
| Reason #1:  Possible Solutions: |
| Reason #2:  Possible Solutions: |
| Reason #3:  Possible Solutions: |

| Desired Outcome |
| --- |
| What do you hope happens as a result of your effective communication? |