

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?