**Problem Solving Team Meeting**

*Facilitator’s Guide*

STAGE 1: Introducing the problem and the process (3 minutes)

*The facilitator*:

* If necessary, briefly outlines problem solving process
* Appoints a recorder to complete the Problem Solving Team (PST) meeting form
* Briefly explains presenting problem, including any useful background information

STAGE 2: Statement from the referring teacher (4 minutes)

 *The referring teacher:*

* Provides concise explanation of the issue(s) to be addressed
* Describes student’s strengths and needs
* Outlines strategies already tried and their effectiveness

*Team members:*

* Listen and do not ask questions at this time

STAGE 3: Team questioning (5 minutes)

 *Team members:*

* Are invited, in sequence, to present a question to the referring teacher that may clear up any uncertainties or clarify details
* May pass if they do not have questions

*The facilitator:*

* Redirects questions that criticize strategies or approaches previously undertaken or are not relevant to the present discussion

STAGE 4: Brainstorm ideas (10 minutes)

*Team members:*

* Offer brief and practical suggestions, going around the table in sequence several times
* Direct suggestions to facilitator rather than the referring teacher
* May pass if they do not have suggestions
* Should not criticize suggestions as they are being generated

*The facilitator:*

* Creates and maintains a climate of respect and acceptance

*The referring teacher:*

* Acts as a silent observer while new ideas are being generated

STAGE 5: Select strategies (5 minutes)

 *The referring teacher:*

* Ranks each of the suggestions put forth as “try now”, “try later”, or “already tried”

STAGE 6: Establish an action plan (3 minutes)

*The referring teacher:*

* Identifies strategies that will be implemented immediately

*The facilitator:*

* Ensures that each strategy is assigned to a team member and implementation dates are established
* Sets a follow-up meeting date and time
* Wraps up meeting by thanking team members for their time and input