

Job Skills- Problem Solving

Part 1- Listen to the reading. Then, fill in the blanks with the correct word from the word bank

Listen:

Word Bank

issues	angles	ability	problems
solving	logical	approach	productivity

You need to display an _____ to take a_____ and analytical approach to solving _____ and resolving _____. It's also good to show that you can approach problems from different _____.

Listen:

Applying problem _____ skills help enhance _____. It also helps cultivate relationships by sharing goals and solutions.

The Five Steps to Problem Solving are:

brainstorm	plans	define	Reevaluate	Implement
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1. _____ the problem. 
2. _____ solutions. 
3. Make _____ and evaluate. 
4. _____ plans. 
5. _____ plan. 

