

Business strategy

Business skills: Problem-solving meetings

A **Put the words in the correct order to make sentences you can use to lead a problem-solving meeting. Then match them with the correct tip (1–6).**

a really / That's a / suggestion. / good

b for us / this? / deadline / a realistic / What's / to do

c for / this important meeting. / finding time / for / Many thanks

d come to / on this. / We / a decision / need to

e ideas / What / to solve / other / do you / the problem? / have

f a lack of / main problem / in people. / is / The / investment

Tip 1 Build positive energy at the beginning.

Tip 2 Explain what the problem is in a few words.

Tip 3 Ask for new and creative ideas.

Tip 4 Give positive feedback on *all* ideas.

Tip 5 Make sure the final decision is agreed with everyone.

Tip 6 Confirm who will do what and by when.

B **Read the problems (1–3). Write down two ideas to solve each problem using the phrases in the box. Make sure you use each problem-solving phrase once.**

1 Your organisation wants to promote a more healthy lifestyle to its staff.

2 Your organisation wants to motivate staff to work two days at home to reduce office costs.

3 Your organisation does not have enough women in senior positions.

Problem-solving phrases
Why don't we ... ? I think we should ... Would it be possible to ... ?
What if we ... ? I think what we need to do is ... Another idea would be to ...

C **Work in small groups and share your ideas. Decide who has the best solution for each problem.**

LIVEWORKSHEETS