

## 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 |
|------------|-------|--------|------------|-----------|

1. \_\_\_\_\_ the problem.



2. \_\_\_\_\_ solutions.



3. Make \_\_\_\_\_ and evaluate.



4. \_\_\_\_\_ plans.



5. \_\_\_\_\_ plan.



