

Simple Collaborative Problem Solving Process

1. Share an iMessage to **invite the other to collaborate**.
2. **Listen** and **negotiate communication agreements** you want to put in place before you begin to have the discussion. **Agree on a time** to have the conversation if they aren't ready to begin immediately.
3. **Ask them to share their perspective** on the situation.*
4. **Listen, ask them clarifying and interest-exploring questions** to **identify their interests** they have (write them down).
5. Using iMessages you've prepared, **share your perspective and interests**. Make sure they understand your interests (write them down).
6. **Reframe the problem** so that it's about how you can meet both of your interests with the solution(s).
7. **Brainstorm ideas** without judging or evaluating them (write them down).
 - Identify whether there is information or advice you need to gather or generate ideas, and make a plan to go get it and come back to the discussion.
8. **Evaluate** the ideas using the interests as the criteria.
9. **Decide on the best solutions** and **make a detailed plan** about who is doing what and when (write it down).
10. Talk about **what will happen if the agreement doesn't work**.
11. Plan a time to **come back together to evaluate how the plan is working** and make adjustments (using your interests as the guide, adding more if there are positions raised during evaluation).

* you may go first in a situation where the other person doesn't have a perspective until they understand the conflict ie. if the conflict you are raising is one they didn't know existed