

Date: _____

Collaborative Problem Solving® Plan B Organizer

Plan B conversation between _____ and _____
(Name/ID) (Name/ID)

Instructions: Complete the **Solid** boxes **before** Plan B and the **Dashed** boxes **during** Plan B.



WHAT, WHEN & WHERE

WHAT is the Problem to Be Solved (difficult situation)?		TIPS • Make sure it isn't a behavior! • Choose a time, place, and activity to help them stay calm.
WHEN, WHERE, and WHILE DOING WHAT will the Plan B conversation happen?		



1. EMPATHIZE

HOW WILL YOU START the Plan B conversation?		TIPS TO GET STARTED • Be specific and free of behavior. • Offer an observation; avoid assuming or blaming. • Be mindful of cultural factors and the potential influence of biases. • Invite them to help you understand their concerns. 
WHAT EDUCATED GUESSES might you make?		
WHAT ARE THEIR CONCERNS?		



2. SHARE

WHAT IS YOUR CONCERN? • Health? • Safety? • Learning? • Impact on others?		TIPS • You are ready to share your concern when you have learned what's important to them & everyone is calm. • Be specific and brief!
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3. COLLABORATE

TIPS

You are ready to Collaborate when:

- You have two sets of concerns or perspectives on the table.
- Everyone is calm.

FRAME THE PROBLEM: “I wonder if there is a way we can address...”

...what is important to you... [their concern]	...and what is important to me... [your concern]

TIPS

- Any idea is worth considering.
- Let them share their ideas before you share yours.
- There is no “right” number of solutions to test. **Use additional paper if needed.**

“Do you have any ideas?”

Potential Solution 1	Potential Solution 2	Potential Solution 3
Does it: ☐ Address their concern? ☐ Address my concern? ☐ Is it doable/realistic? ☐ Bring up other concerns?	Does it: ☐ Address their concern? ☐ Address my concern? ☐ Is it doable/realistic? ☐ Bring up other concerns?	Does it: ☐ Address their concern? ☐ Address my concern? ☐ Is it doable/realistic? ☐ Bring up other concerns?
• WHICH SOLUTION(S) will you try? • WHEN & HOW will you revisit? • NOTES about the chosen solution.		



You are done when you have:

- A mutually satisfactory and realistic solution.
- A plan to enact the solution.
- A plan to revisit.