

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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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? <ul style="list-style-type: none">• Health?• Safety?• Learning?• Impact on others?		TIPS <ul style="list-style-type: none">• 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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2. 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]

“Do you have any ideas?”

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.**

Potential Solution 1	Potential Solution 2	Potential Solution 3
Does it: <input type="checkbox"/> Address their concern? <input type="checkbox"/> Address my concern? <input type="checkbox"/> Is it doable/realistic? <input type="checkbox"/> Bring up other concerns?	Does it: <input type="checkbox"/> Address their concern? <input type="checkbox"/> Address my concern? <input type="checkbox"/> Is it doable/realistic? <input type="checkbox"/> Bring up other concerns?	Does it: <input type="checkbox"/> Address their concern? <input type="checkbox"/> Address my concern? <input type="checkbox"/> Is it doable/realistic? <input type="checkbox"/> Bring up other concerns?
<ul style="list-style-type: none"> • 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.