

MODULE 2. COACHING TOOLS



WORKSHEET 9.



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The DIELDSA method is a structured approach to problem solving and decision-making. The name DIELDSA is an acronym, where each letter stands for the next step of the process:



(define)	(investigate)	(explore)	(lay out)	(decide)	(set in motion)	(assess)
define the problem	investigate the problem	look for solutions	develop an action plan	Make a decision	put the plan into action	evaluate the results

The first step in the DIELDSA method is to precisely define the problem you want to solve. It is important to understand the essence of the problem and determine its scope.

Write down the problem you want to solve.



Think and answer the following questions:

What exactly is the problem?



What are the symptoms of the problem?

Why is this issue important?

Once you have defined the problem, consider:

Is the defined problem clear and specific?

Have you considered all relevant aspects of the problem?



The second step is to thoroughly investigate the problem to understand its causes and context. It is worth collecting as much information and data as possible.

Record all available information and data regarding the problem.

- What are the main causes of the problem?**

- What are the consequences of the problem?**

- Who is involved in the problem?**



After examining the problem, consider:

- Do you have enough information to understand the problem?**

- What additional information may be needed?**

The third step is to explore possible solutions to the problem. It is worth considering different approaches and ideas.

Write down all possible solutions to the problem.

- What are the advantages and disadvantages of each solution?**



What are the costs and benefits of each solution?

After searching for solutions, consider:

Which solutions seem the most promising?

Have you considered all possible options?

The fourth step is to develop a detailed action plan that will help implement the selected solution.

Write down a step-by-step action plan.



What are the key stages of the plan?

What resources will be needed to implement the plan?

Who will be responsible for each stage?

Once you have developed your action plan, consider:

Is the plan realistic and feasible?

Have you included all necessary resources and people involved?



The fifth step is to decide on the best solution and action plan.

Analyse all available solutions and choose the best one.

- What criteria were most important when choosing a solution?**

- Are you sure about your decision?**

Once you've made your decision, consider:

- Is the decision well justified?**



- Have you considered all key factors?**

The sixth step is to implement the selected action plan. Start implementing the plan accordingly

Once a schedule is developed, monitor progress and solve any problems you encounter.

Once you've put your plan into action, consider:

- Is the plan being implemented as expected?**
- What difficulties did you encounter and how did you solve them?**

The final step is to evaluate the results and effects of the implemented action plan. Collect data and information regarding results.

Answer the following questions:

- Did the plan bring the expected results?**
- What conclusions can you draw for the future?**
- What went well and what could be improved?**
- What lessons did you learn from this process?**

The DIELDSA method is an effective tool for problem solving and decision-making. By using it step by step, you can thoroughly understand the problem, find the best solution and implement it effectively.