Solution Circle

Purpose of Solution Circle:
To move a team from a problem to a solution in a short amount of time.
- Get information out quickly
- Brainstorm many possibilities
- Clarify thoughts
- Develop an action plan

Roles:
- **Facilitator** - Helps the group to stay focused and follows through on each step of the process
- **Presenter** - Shares the problem
- **Recorder** - Records the essence of the information to be shared for all to see
- **Time Keeper** - Makes sure that the time commitments are being kept
- **Team Members** - Help solve the problem
  (Note the Facilitator and Time Keeper can be the same person)

Time Commitment
The time for each step is the same. The time given for each step is agreed upon before starting. This is usually about 5 minutes but can vary depending on the issue.

Process Steps:
1. **Present the Problem**
   The Presenter (a person most knowledgeable about the problem) shared the issue. The time allotment is theirs to use, however they see fit. No interruptions are allowed. They may not use all of the time-this time can be used for the group to reflect and think through the problem. Honor silence! Deep thoughts often follow!

2. **Brainstorm Solutions**
   The Presenter listens and the group brainstorms. The group gives lots of quick ideas and does not judge or explore any one idea. The facilitator will help the group to keep focused on brainstorming only.
   Brainstorming guidelines:
   - Anything is possible
   - No “yea buts”
   - No conversation
   - Get as many ideas as possible on the table.

3. **Clarify Problem**
   The group now dialogues within the timeline. The group may ask the Presenter for clarification about the problem. The Presenter may ask for clarification about the brainstorm ideas.

4. **Resolution and Action Plan**
   At this time, the group begins to select ideas from the brainstorm list and develop them further.