|  |  |  |  |
| --- | --- | --- | --- |
| **Action**  | **Dates** | **Who** | **Progress** |
| **What needs to be done?**  | **Important dates/deadlines** | **Who is responsible?** **Who is involved?**  | **What have I done so far?** **Is it complete?**  |
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**Action Plan**

Put the actions you have listed previously into the order you need to do them.

* List who you need to talk to or involve for each step
* List the things you need
* Check off each action as it is completed

**Problem Solving Flow chart**

If you’re having a problem, use this chart to help you follow these steps.

**At any time**

You can contact Advocacy for inclusion for advice or to ask for advocacy help.

 info@advocacyforinclusion.org

**What’s the problem?**

 Identify the problem – look at:

Who, what, where, why, what do you know, how do you feel, what do you want or need?

 Follow the Step-by-Step Plan (Ch 2) to help you analyse the issue.

**At any time: Seek Advice**

Talk to someone you trust, such as a friend, family, or your advocate.

Work out how much help or support you may need.

**Talk**

 Talk to the person or people involved.

 Tell them how you feel and what your needs and wants are. Did this help?

**Yes**

**No**

Official Process

Check if there is a process you should follow. Policies might include:

* Complaints or grievance policy
* Bullying policy

There might be a contract that might tell you more.

**Talk more**

Talk to someone higher up such as a supervisor or boss, or to someone who knows more than you. Did this help?

**No**

**No**

**Yes**

**Yes**

Try again

Change situation

Accept Situation

**Solved**

Congratulations on being a strong self-advocate!



**Not solved**

 If you can’t solve this problem, you still have options…

**Get extra help**

If you can’t sort things out with the people you’re talking to, you might need to talk to someone outside the situation.

 4.2 Who can I talk to has suggestions for who to talk to, depending on what your problem is. Did this help?