

1. The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms and the underlying causes of the problem. Once the problem has been defined, the next step is to gather information about the problem. This can be done through a variety of methods, including interviews, surveys, and observation. The information gathered should be used to identify the root cause of the problem and to develop a plan of action to address the problem.

2. Identifying the Problem

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3. Gathering Information

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4. Analyzing the Information

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5. Developing a Plan of Action

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