

Problem Solving – Polya Theory

The Polya Cycle is a four-step approach to training management of an individual or group completing a single or group of tasks.

Understand the Problem	Assess the individual’s capability including the trainer’s and the trainee’s motivation, the environmental conditions and look at the previous evaluations. End the assessment with goals for the next cycle of professional training.
Make a Plan	Make a simple plan. Concentrate on the task and the items needed to complete the training. Planning should include schedule, list of items required and should concentrate on completing the goals of the assessment.
Execute the Plan	Complete the training of the plan to the team’s best ability. Conduct training to complete the goal, however when the evaluation time occurs, training stops. In the evaluation phase, we can note errors in any previous steps.
Evaluate	Evaluate the completion of the task. Measure the time and the accuracy of the event. Capture information by visual observation, video recording or other method. The tools for measurement should be calibrated for accuracy.

Conduct a training exercise where a person learns or improves in a skill. Record assessment of the situation first, and then write down the plan. Lastly, and note down the evaluation. Do this for five cycles.

Training Overview:	
--------------------	--

Cycle _____

Understand the Problem	
Make a Plan	
Execute the Plan	<i>Perform the training.</i>
Evaluate	

Cycle _____

Understand the Problem	
Make a Plan	
Execute the Plan	<i>Perform the training.</i>
Evaluate	

Problem Solving – Polya Theory

Cycle _____

Understand the Problem	
Make a Plan	
Execute the Plan	<i>Perform the training.</i>
Evaluate	

Cycle _____

Understand the Problem	
Make a Plan	
Execute the Plan	<i>Perform the training.</i>
Evaluate	

Cycle _____

Understand the Problem	
Make a Plan	
Execute the Plan	<i>Perform the training.</i>
Evaluate	

Record overall improvement in the person or group you are training. Write down your thoughts on your ability to train and motivate.

--

