



Situation Analysis

Change the Environment: Protect the productivity, creativity of the members of your unit from impairment by the conduct of others.

1. Characterize the Problem

- What are the symptoms?
- How far back do they go?
- How many people are affected?
- Is there a pattern in the target/s? (*Status? Power level? Location? Sex? Nationality?*)
- What efforts have been undertaken?
- What were the results?
- Is this a person who is capable of conforming his or her behavior to expectations if it is required?

2. Know your Goal

- What do you realistically hope to achieve?
- What does “success” look like for you?
- How will you know if you achieve it?
- Can you identify milestones for tracking progress?

3. Inventory Support Resources

- What support is there from above?
- What support is there in your unit?
- Where can you turn for personal support?
- What policies or procedures might apply?
- What is your authority in this situation?

4. Review Options

- Speaking out (*How? What? Practice? Participants?*)
- What are logical consequences of the conduct? (*Imposing limits on options, time, contacts, etc.*)
- Oversight in specific areas, and if so, which ones? (*Financial, students, etc.*)
- Develop a letter of expectations: what can and should be expected?
- To respond each and every time, what can and should you be doing?
- What is your authority in this situation?

5. Make a Plan

- Who is on your team?
- How are you characterizing the situation?
- Are the goals shared?
- What are the steps?
- Who does what, and when?