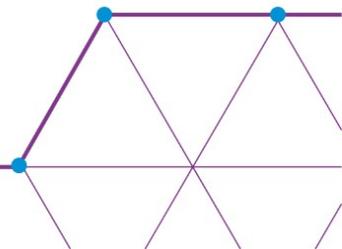
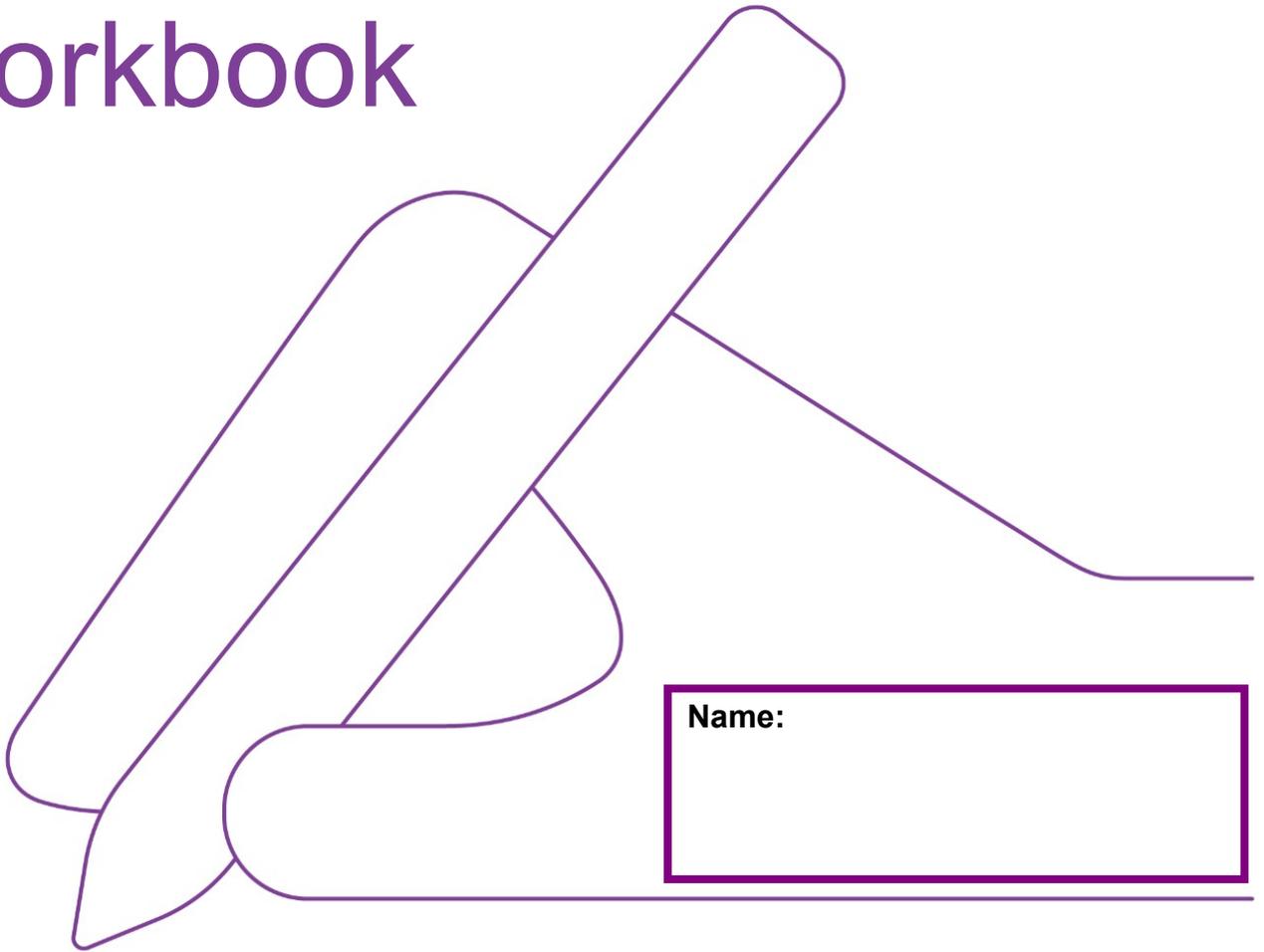




HM Prison &
Probation Service

The Thinking Skills Programme (TSP) – Problem Solving Workbook



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Session 1

Passive / Avoidant

- Problems are impossible to solve
- Giving in to what other people want
- Letting other people make choices for you
- Delay making decisions
- Don't say what you think/want
- Always avoid conflict

Assertive

- You see problems as challenges or opportunities.
- You can stand up for yourself in a respectful way.
- You let other people know what **you** think and want whilst respecting what **they** think and want.

Aggressive

- Problems are a threat
- Thinking only of yourself
- Pushing your choices on other people
- Shouting or bullying
- Putting other people down/being rude
- Threatening

Passive / Avoidant

Benefits:

- Might be safer in the short term
- Live to 'fight' another day
- Less stress in short term
- Can't change everything

Costs:

- People might take advantage
- Don't get what you want
- Problems can get worse
- Can feel bad about your-self

Assertive

Benefits:

- You are your own person
- You earn respect
- You are focussed on your own goals
- You don't owe anyone

Costs:

- You sometimes need to give a little
- People don't always listen

Aggressive

Benefits:

- Might get what you want
- Fear seems like respect
- Fear seems like friendship

Costs:

- Fear is not respect
- Fear is not friendship
- Risk of payback and hassle

Frames of Mind: Between Session Task

You will need to pick an offence for this task. If you only have one offence, use that one.

Answer the following questions:

Part one:

1. Which frame or frames of mind were you mostly in during the week leading up to the offence?
Why do you think this? What thoughts did you have?

2. What frame of mind were you in just before the offence?
Why do you think this? What thoughts did you have?

Part two:

1. Which frame of mind do you normally use when you have a problem?
Why this frame of mind? What thoughts do you have?

2. Which frame of mind do you mainly use when you are thinking about goals that you have for your future? Why this frame of mind? What thoughts do you have?

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Session 2

Is there a Problem?



Problem Solving Step 1

What am I thinking?

Examples:

I'll never be able to do this...

I'm worried that I might upset someone....

What am I feeling?

Examples:

I am getting angry...

This is so frustrating!

I'm bored.

Is there a Problem?

What am I doing?

Examples:

I am getting snappy with people.

I am not sleeping at night.

What is going on around me?

Examples:

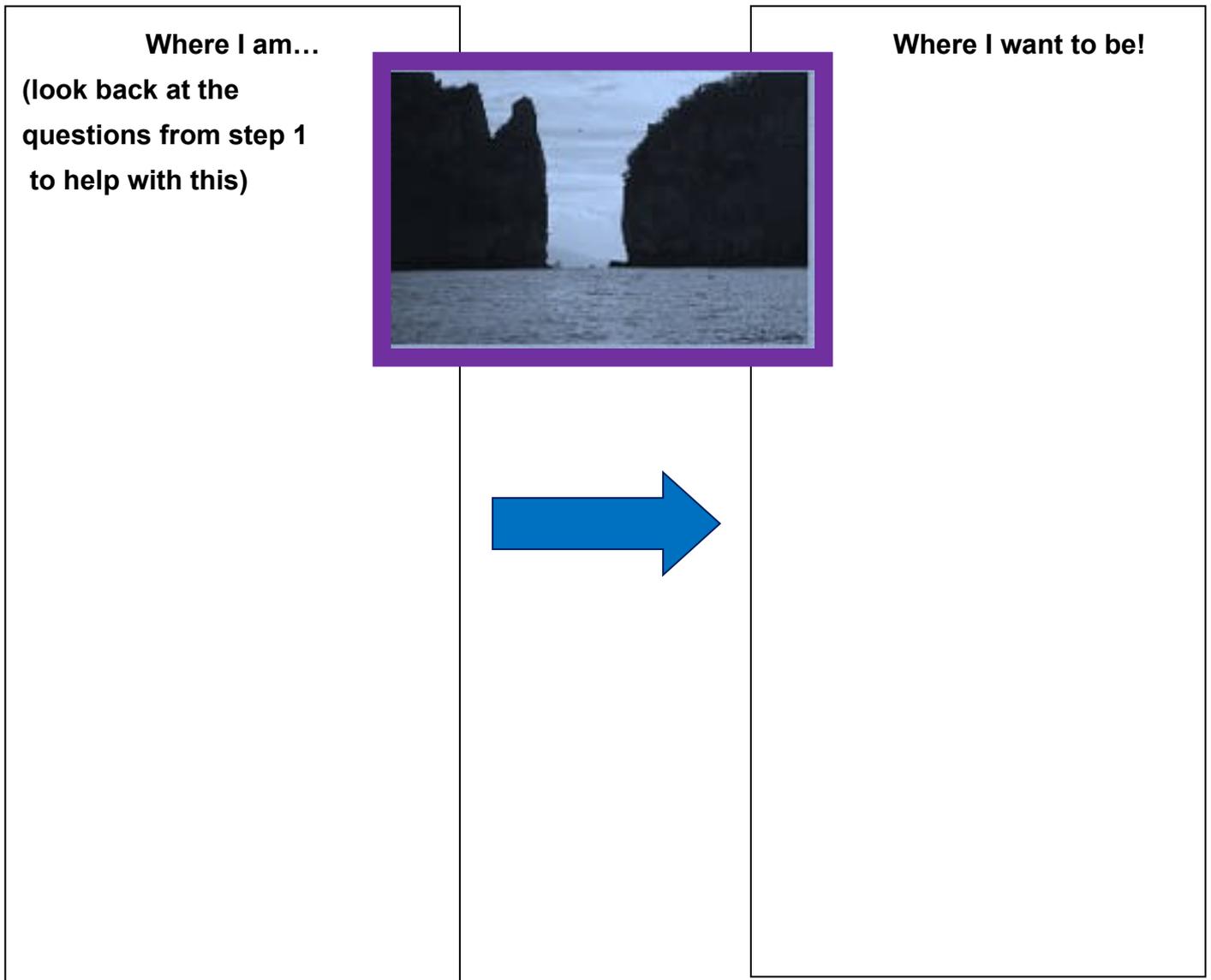
People are avoiding me.

I am getting lots of demanding letters and phone calls.

We all have problems but they are not always this clear

Describe the Problem/Goal		Problem Solving Step 2
----------------------------------	---	-------------------------------

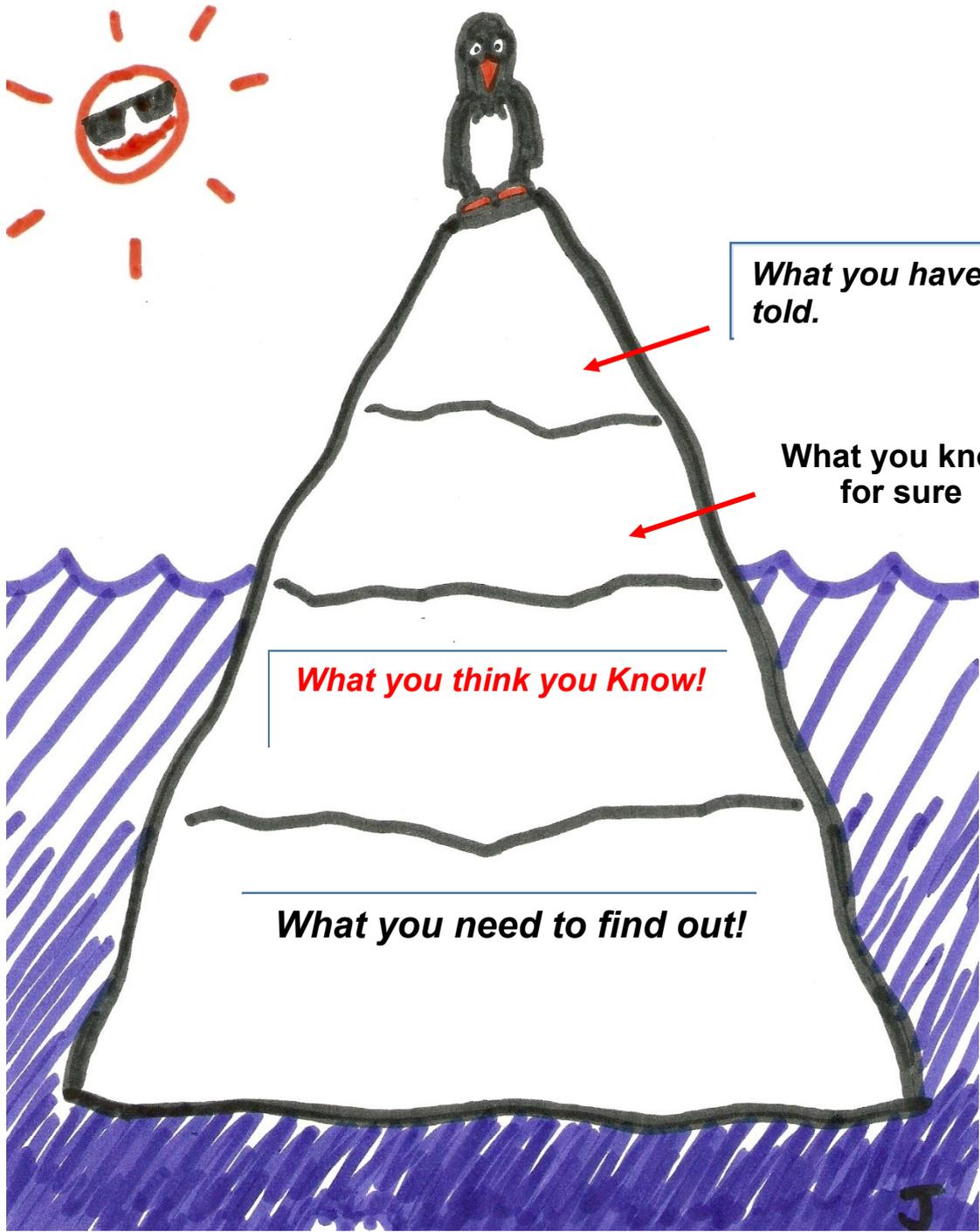
What is your problem or goal?



Getting Information



Problem Solving Step 3



Problem Solving Steps 1-3: Between Session Task

Session 2

Between
Session
Task

Work through steps 1 to 3 by answering the following questions you can refer back to the last three hand-outs for ideas:

Step 1: Is there a problem?

What am I thinking?



What am I feeling?

- What am I doing?
- What is going on around me?

Step 2: Describe the Problem / Goal

What will it be like when you solve your problem or achieve your goal?

What will I be thinking?



- What will I be feeling?
- What will I be doing?
- What will be going on around me?



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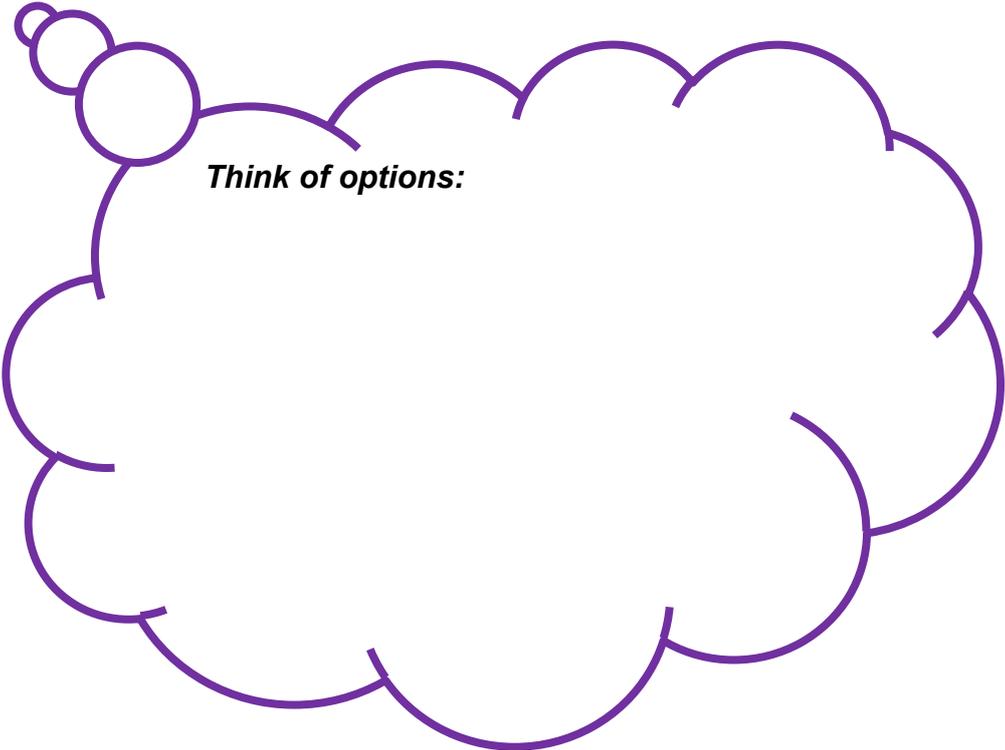
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Session 3

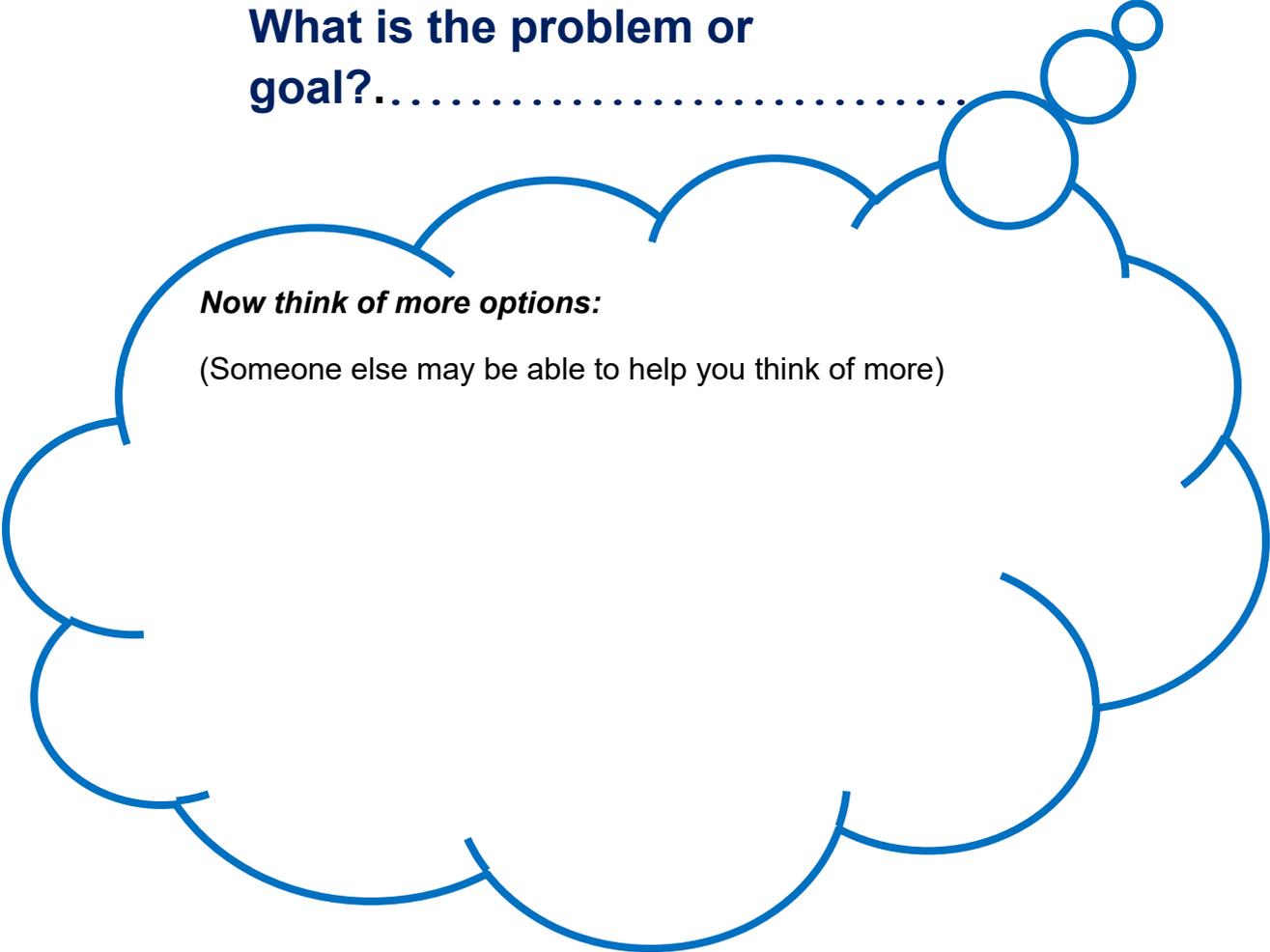
Think of Options



Problem Solving Step 4



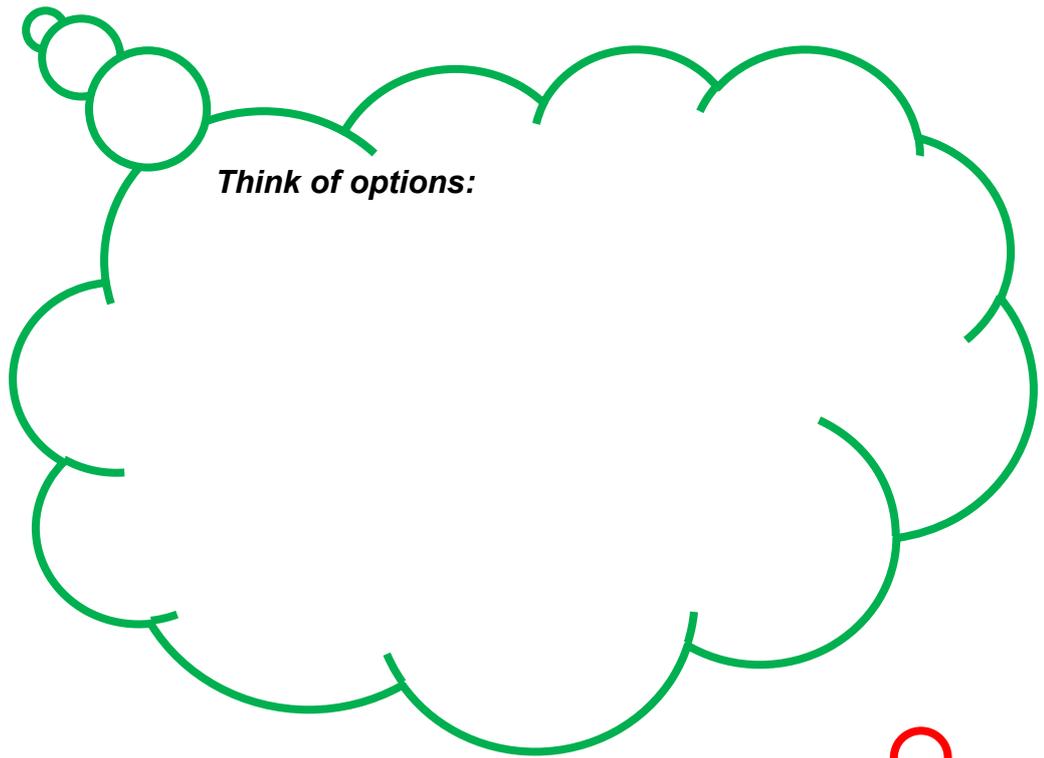
What is the problem or goal?.....



Think of Options



Problem Solving Step 4



What is the valued good you would like more of?

.....

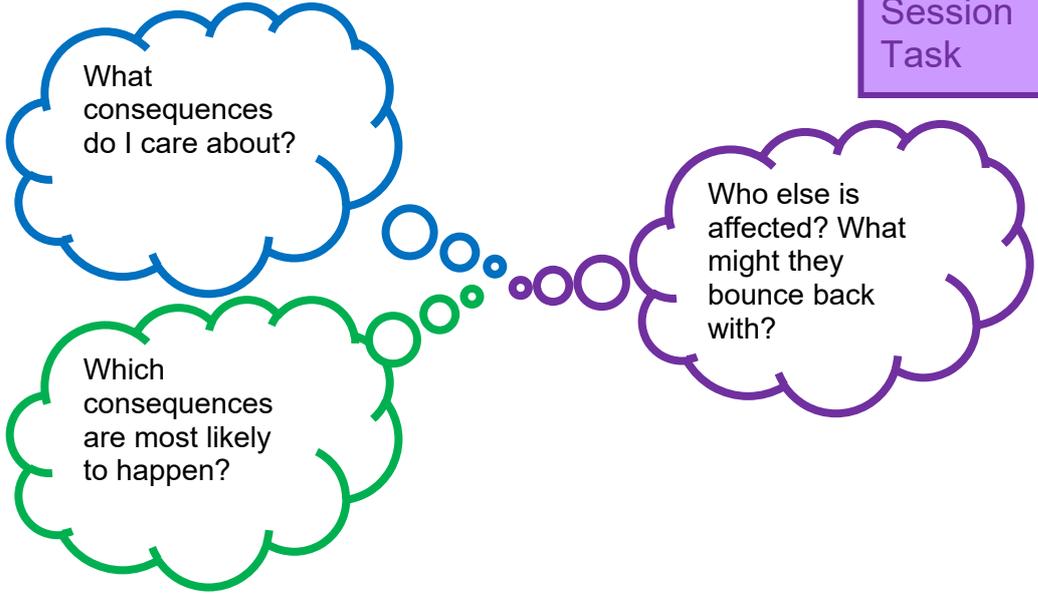


Problem Solving Step 5 – Choose an Option:
Between Session Task

**Choose
an
Option**



Problem
Solving
Step 5



Option 1 (from Session 3: Problem/Goal or Adding Value)

	Costs	Benefits
Short		
Long		

Choose an Option



Problem Solving Step 5

What consequences do I care about?

Who else is affected? What might they bounce back with?

Which consequences are most likely to happen?

Option 2 (from Session 3: Problem/Goal or Adding Value)

	Costs	Benefits
Short		
Long		

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Session 4

Making a Plan



Problem Solving Step 6

Asking yourself the following questions (**5W's & 1H**)

(Who, What, What, Where, Why and How)

The answers will help you to come up with a plan to put your chosen solution into action.



Who? (E.g. who might help & who might get in the way?)

What? (E.g. what do I need to do?)

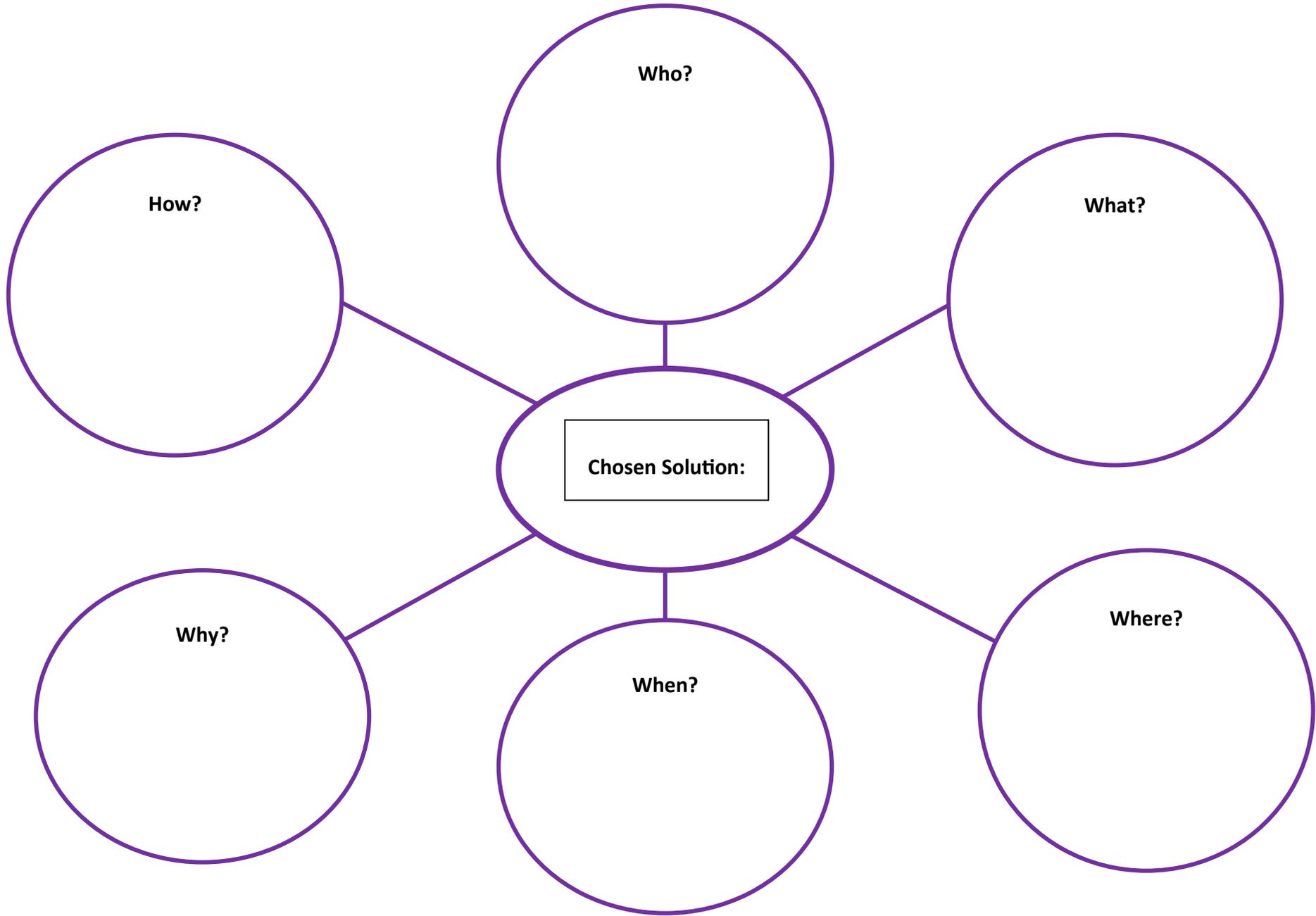
When? (When do I need to do each thing on the plan? What do I want to achieve?)

Where? (E.g. Where do I want to be when I have solved this problem?)

Why? (E.g. why do things this way? Why not do them that way?)

How? (E.g. How do I get the things I need to solve the problem?)

The Planning Wheel



Main Goal: _____



Mini Goal 1:

Date to be completed by:



Mini Goal 2:

Date to be completed by:



Mini Goal 3:

Date to be completed by:



Mini Goal 4:

Date to be completed by:



Mini Goal 5:

Date to be completed by:



Mini Goal 6:

Date to be completed by:

Are your mini goals about heading towards something (approach) or staying away from something (avoidance)?

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Session 5

The Problem Solving Steps



Step Six
Making a Plan



Step Five
Choose an Option



Step Four
Think of Options



Step Three
Getting
Information



Step Two
Describe the Problem



Step One
Is there a Problem?

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Getting Ready for My Individual Session

Before your Individual Session, it will be useful to have a think about the questions below. There is room for you to make notes if you find it helpful. It might also help you to look at your Personal Plan. Remind yourself what you wanted to gain from the programme. Think about what you have achieved so far.

- **What skills from this module am I good at?**

- **When have I used skills from the module recently? What happened?**

- **What I need to keep practising is?**

- **When can I use what I have learnt? (think about managing red flags and working towards achieving your goals)**