

AMERICAN INSTITUTE OF BANKING

JOB RELATIONS PROBLEM SHEET

WHAT ARE YOU TRYING TO ACCOMPLISH?

- 1) Get the Facts
- 2) Weigh & Decide
- 3) Take Action
- 4) Check Results

- 1) _____
- 2) _____
- 3) _____

WEIGH & DECIDE

FACTS:

POSSIBLE ACTIONS

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Don't Jump to Conclusions

Check each possible action against the objectives and the effect on the individual, group, and production.

FINAL ACTION:

Did you accomplish your

Objectives

Be sure you have the whole story

CHECK RESULTS - What result did it have on your department's output?			
	INCREASE	MAINTAIN	DECREASE
QUANTITY - - - - -	<input type="checkbox"/>	- - - <input type="checkbox"/>	- - - <input type="checkbox"/>
QUALITY - - - - -	<input type="checkbox"/>	- - - <input type="checkbox"/>	- - - <input type="checkbox"/>
COST - - - - -	<input type="checkbox"/>	- - - <input type="checkbox"/>	- - - <input type="checkbox"/>

Date _____

Signature _____