

**STUDENT HANDOUT**  
**Problem-Solving and Decision-Making Exercise**

**DIRECTIONS:** Consider the following problem:

*As you move towards completion of the HCA program, you will have to decide within which health care context you'd like to find a job and/or whether you might want to continue your education.*

Use a problem-solving, decision-making process to analyze this problem and come to a decision that best fits for you at this point in time. Document each step in your process.

- Analyze the problem:
  - What do you know about the choices available to you?
  - What are the pros and cons of employment in various settings (community, residential, acute care)?
  - What are the pros and cons of continuing your education at this time?
  - Are there other options you might consider?
  - Do you need more information? If so, how will you get it?
  - What are your particular talents, abilities, and preferences?
  - What roles and responsibilities do you have outside of work?
  - How do these fit with the choices you are considering?
  - What are your overall goals or desired outcomes? What is most important to you?

Use a table like the following to analyze the pros and cons (for YOU) of each choice.

OPTIONS	POSITIVE CONSEQUENCES	NEGATIVE CONSEQUENCES

- Based on your analysis, what is the best choice(s) for you at this time?
- Based on your choice(s), what are your next steps? How will you evaluate your choice(s)?
- Self-reflection: Was this a new way for you to come to a decision? How did it feel to you? Were you happy with the outcome? What did you learn from the process?