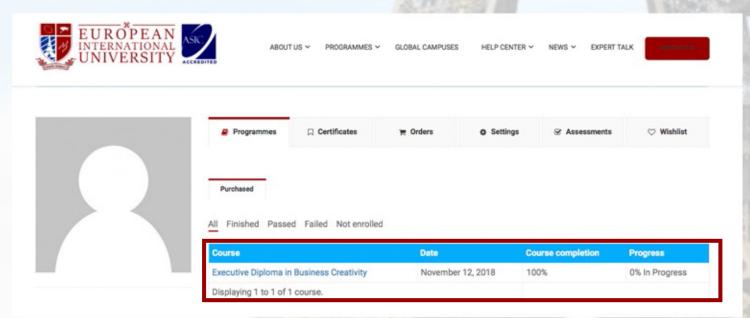
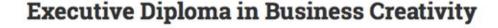
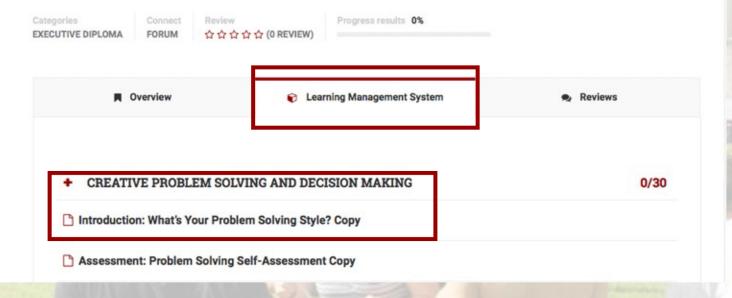
How to start learning?
-Go to your Dashboard/Profile, as previously mentioned, the Programmes tab shows the programmes you have registered or paid for.

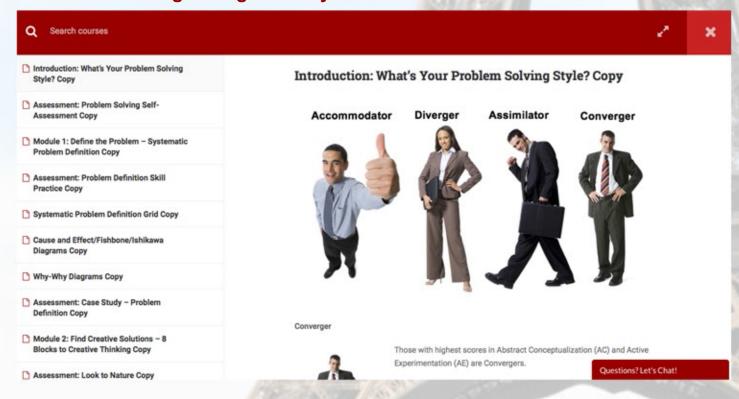


-Click on one and you will be directed to our Learning Management System (LMS) and then you can start your learning.

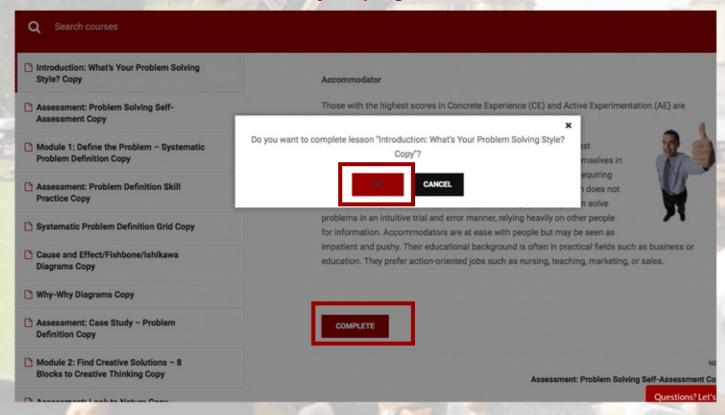




Inside the Learning Management System



When you have finished reading the lessons and/or submitted the required assessment tasks such as assignment, exercises, quizzes, etc., do not forget to mark it as COMPLETE to record your progress.



** Note: Your Dashboard/Profile records and indicates your progress on a particular programme so it is important to click on COMPLETE after every lesson. Failure to do so will result in the recording of "0" progress. To illustrate, the programme has 10 lessons in total and the user has completed 5 lessons, then the result would be 5/10=50%.

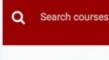
How to submit an assessment task such as assignment, exercises, quizzes, etc.? -Each module has its own set of assessments that must be completed. In order to submit your assessment task, you would need to upload your answers in the Drop files here section and then click on Submit.

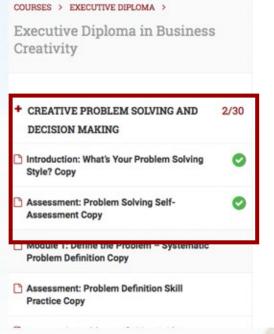
First Last Submission Date * Programme Name * Assignment Title * Course category *			
Assignment Title * Course category *		Last	First
	Programme Nar	e *	Submission Date
Colort	Course category	e *	Assignment Title
	Select		
File sized maximum of 15MB Upload your Assignment *		num of 15MB	File sized maximu
Drop files here or	Drop files here or		
Select files	Select files		

-After marking the assessment as Complete, you will automatically be directed to the next lesson. The same process applies until you finish the programme.

(I) What does the on my lessons in LMS mean?

- A green check indicates that you have completed the lesson, thus you can track your progress.





Module 1: Define the Problem – Systematic Problem Definition Copy

The 4 Step Creative Problem Solving Model



Step 1: Define the problem.

Step 2: Find creative solutions using creativity tools.

Step 3: Evaluate and select a solution.

Step 4: Implement solutions and create an action plan.

Step 1: Define the problem.

The first step to solve any problem is the most important step, and it should take the longest time as w if compared with the other steps of the process.

Making sure the problem is properly defined is essential to understand the problem precisely and choo the best possible solution for it. Time spent analysing the problem is not wasted time. The more you invest in problem analysis and finding out the underlying reasons for the problem, the more likely you w base your solution on correct and realistic analysis and consequently come up with the best possible solution/s.

After completing all the requirements (100%) on the progress tracker, what would be the next step?

-Upon successfully passing the programme, a CERTIFICATE button will appear. Click on it and you will see a downloadable and printable version of your certificate. Other option is to go the Certificates tab on your LMS Dashboard/Profile where you can get the certificates from.

