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1. The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms and the underlying causes of the problem. Once the problem is defined, the next step is to gather information about the problem. This can be done through research, interviews, and observation. The information gathered should be used to identify the key factors that are contributing to the problem. Once the key factors are identified, the next step is to develop a plan of action. This plan should outline the steps that need to be taken to address the problem. Finally, the plan should be implemented and the results monitored. If the problem is not resolved, the plan should be revised and implemented again.