

THE CONVERSATION STARTER™

CURRENT STATE

As you begin to think about this meeting with your stakeholder(s), do a quick assessment of the current state.

1. To what degree is there trust in the relationship? Unknown Low Medium High
2. To what degree are you aligned on the work? Unknown Low Medium High
3. What is the status of the work that connects you? (ex. Just starting... Making progress... Delayed...)

4. What might increase trust and/or alignment with your stakeholder(s)? Check those that are relevant and consider them as you plan your conversation/meeting.

RELATIONSHIP

- Genuine connection
- Candor and transparency
- Mutual commitment
-

PROCESS

- Clear roles & responsibilities
- Productive collaboration
- Timely, relevant communication
-

RESULTS

- Shared priorities/goals
- Alignment on plans/timing/budget
- Visibility of progress/challenges
-

THEIR VIEW

What are their views walking into the meeting about you/your team and the work that connects you?

Their Points of View

Knowledge: What do they know? Not know?

Interests: What do they care about? What are they concerned about?

MY VIEW

What are your views walking into the meeting about your stakeholder(s) and the work that connects you?

Your Point of View and why you feel that way

Knowledge: What do you know? Not know?

Interests: What do you care about? What are you concerned about?

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DESIRED OUTCOMES

What are your Desired Outcomes for this conversation/meeting that will help you increase trust and/or alignment?

FEEL

We will all feel...

KNOW

That we will all know...

DO

That we will all do...

GIVEN YOUR DESIRED OUTCOMES...

What questions do you want to ask in this meeting? (bullet points)

What messages do you want to provide? (bullet points)

How might you structure the conversation to cover 3 topics?

1.
2.
3.

If you had to give this conversation a name, what would it be?

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Reference pages 1-2 as you add/edit your bullet points below. This template helps you structure and lead the conversation.

"I am glad we are meeting today to discuss... "

"I think we'd agree that..." (state common ground here)

MY VIEW

"I am..."

CHECK IN

"How are you feeling about...?"

DESIRED OUTCOMES

"I am hoping that we'll leave this meeting feeling... knowing... ready to... (enter details below)."

PREVIEW AGENDA

"I suggest that we discuss..."

Topic 1

Topic 2

Topic 3

CHECK IN

"What else is important for us to talk about today?"

DISCUSS EACH TOPIC

(for each of your 3 topics, list which questions and messages you want to communicate.)

SUMARIZE AND REVIEW NEXT STEPS

(Summarize your discussion, review agreements made and write down next steps.)

CLOSING STATEMENT

"I am so glad that we took the time to discuss..."