

Your conversation plan

This sheet will help you to prepare for your clear conversation, stay focused on the issues and arrive at a solution. Complete the first half before you meet and the second half during or shortly after your discussion.

Before the conversation

What are the issues you want to discuss? Focus on the problem, not the person.

Give examples: (days, times, interactions)

What impact is the problem having on your team, students, school community?

What information do you need from your staff member? What questions would you like to ask them about the issue?

What is your idea of a possible solution/s?

What was the staff member's response to the issue or concern raised?

Has any new information come to light?

Are there any facts or issues that need to be checked?

What solution/s did your staff member suggest?

Describe the agreement you reached in the conversation

What are the next steps?

For you:

For your staff member:

Date for a follow up meeting: _____