Conversation Protocol Worksheet

1. Introduction
   Whom do you want to invite to the conversation? ___________________________________
   ____________________________________
   What ground rules would be helpful? ___________________________________________
   ____________________________________
   Would you rather take notes or have someone do it for you? ________________________
   ____________________________________

2. Problem
   How can you concretely but succinctly describe what is happening?
   What specifics can you offer? _________________________________________________
   ____________________________________

3. Clarification ____________________________________
   ____________________________________
   ____________________________________

4. Suggestions
   What strategies will you use to keep an open mind and fully listen to colleagues’ suggestions?
   ____________________________________
   ____________________________________

5. Closing ____________________________________
   ____________________________________
   ____________________________________
   ____________________________________