

Initial Planning Worksheet

The questions on this worksheet will help you prepare for a 'difficult conversation' where the goal is to resolve a dispute. Answer the questions thinking about what you presently know about the dispute, what you need to know more about, and what are some first thoughts about creating a cooperative solution.



<p>What are the <i>issues you</i> want to get resolved?</p> <ul style="list-style-type: none"> • • • 	<p>For the <i>issues</i> at left, why is each of these important to <i>you</i>?</p> <ul style="list-style-type: none"> • • • 	<p>Do you need more information about the items to the left? What is that information?</p>
<p>What do you think are the most important <i>issues</i> to the <i>other person</i>?</p> <ul style="list-style-type: none"> • • • 	<p>Why do you think each of these <i>issues</i> is important to the <i>other person</i>?</p> <ul style="list-style-type: none"> • • • 	<p>Do you need more information about the items to the left? What is that information?</p>
<p>List, at the right, the topics that need to be discussed.</p> <p>Are you willing to propose these as an agenda for the conversation?</p> <p>Are you willing to accept agenda topics from the other person?</p>	<p>What topics are important to you:</p> <ul style="list-style-type: none"> • • • • 	<p>What topics are important to the other person:</p> <ul style="list-style-type: none"> • • • •
<p>Has there been a chance for <i>both you and the other person</i> to tell your side of the story, face-to-face, <i>and</i> be heard and understood?</p> <p>Yes _____ No _____</p>	<p>If NO, what would it take to create a safe environment for that conversation?</p> <p>For you:</p> <p>For the other person:</p>	

<p>Is there a risk that the conversation could get out of hand?</p> <p>Yes_____ No_____</p> <p>Are you willing to propose these ground rules when you invite the other person to talk with you? If not, how can ground rules be developed?</p>	<p>If YES, what ground rules are you willing to live by to ensure a civil and productive conversation?</p> <ul style="list-style-type: none"> • • • • 	
<p>What do you need to have to feel that the situation is resolved? What would a successful outcome look like to you?</p>	<p>What does the other person need to have to feel that the situation is resolved? What would a successful outcome look like for the other person?</p>	<p>What are the points of agreement that you think can be reached, even if they are just a start?</p>
<p>What information, ideas, options, or other preparations need to be brought to the meeting?</p>	<p>By you:</p>	<p>By the other person:</p>
<p>Are you okay having this meeting be just between you and the other person?</p> <p>Is the other person okay having this meeting be just between you two?</p>	<p>Yes_____ No_____</p> <p>Yes_____ No_____</p>	<p>If not, who can you ask to be present that both parties feel will be neutral and will be there to just help everyone have successful conversation and not get involved in the content or in finding solutions?</p> <p>_____</p>
<p>Do you think that you and the other party can work things out on your own?</p>	<p>Yes_____ No_____</p>	<p>If not, how will you find a neutral professional (e.g., a mediator) who can help everyone find a solution?</p>