CONVERSATION PLANNING WORKSHEET



Adapting a Plan Topic: **Purpose:** Understand the current situation & status of the plan Feel collaborative & engaged while adapting **Experience:** Discuss how to move forward with thoughtful action Feel energized & confident with the pivot! **OPENING:** (Use purpose and experience to help craft your opening!) **QUESTIONS THAT WILL FOCUS THE NOTES CONVERSATION GROUP TO SHARE, LEARN, AND LEVEL GAIN UNDERSTANDING** • What was planned? • What was accomplished? **DATA-BASED THINKING** • What did we miss/not get to? Facts and Information • What are you proud of? What felt challenging? **EMOTIVE THINKING** Feelings, What are you excited about going Personal Reactions, Associations forward? about the Facts • What insights are coming up? • What possibilities will help us "break through"? **VISIONARY THINKING** Surface Innovative Ideas, Uncover What does success look like going Possibilities, Leverage forward? Opportunities What are our lessons learned? • What is missing? **CRITICAL THINKING** Filtering Ideas, Understanding What changes do we need to make? **Implications** What is clearer now? • How will we apply what we learned in this conversation? What support is needed? **ACTION-ORIENTED THINKING** Decisions, Commitment, and • How do we set ourselves up for Accountability success? **CLOSING:** Thank you! Confirm individual or group resolve