

Strategic Conversations

Ensuring you stay on the right track, involve all parties and achieve the desired outcomes

Strategic Conversations	
<p>Criteria:</p> <ul style="list-style-type: none"> Important subject Specific players Defined outcomes Ongoing process 	<p>Details:</p>

<h2 style="text-align: center;">Conversation Map</h2> <p style="text-align: center;">A road map to ensure success in your Strategic Conversations</p>		
Step	What it includes	Why we do it
Open the conversation	<ul style="list-style-type: none"> • Greeting consistent with situation • Pleasant tone • Acknowledge employee participation 	
Provide Feedback	<ul style="list-style-type: none"> • Specific information about the topic being discussed • Standard, Observation, Impact 	
Discussion	<ul style="list-style-type: none"> • Open dialog • Active listening/questions • 50/50 airtime • Determine action steps 	
Close the conversation	<ul style="list-style-type: none"> • Verify action steps (who will do what by when) • Thank employee for time 	

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Strategic Conversations example

Notes from the conversation example:

Prepare your Strategic Conversation

Step	What it includes	<i>What will you say?</i>
Open the conversation	<ul style="list-style-type: none"> Greeting consistent with situation Pleasant tone Acknowledge employee participation 	
Provide Feedback	<ul style="list-style-type: none"> Specific information about the topic being discussed Standard, Observation, Impact 	
Discussion	<ul style="list-style-type: none"> Open dialog Active listening/questions 50/50 airtime Determine action steps 	
Close the conversation	<ul style="list-style-type: none"> Verify action steps (who will do what by when) Thank employee for time 	

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Debrief your Strategic Conversation

What went well?

What could have gone better?

What changes will you make for your next Strategic Conversation?

If you have questions or would like to discuss these topics further:

Matt Heller - Founder, Performance Optimist Consulting

407-435-8084 (cell)

matt@performanceoptimist.com

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Additional form for future conversations

Prepare your Strategic Conversation		
Step	What it includes	<i>What will you say?</i>
Open the conversation	<ul style="list-style-type: none"> Greeting consistent with situation Pleasant tone Acknowledge employee participation 	
Provide Feedback	<ul style="list-style-type: none"> Specific information about the topic being discussed Standard, Observation, Impact 	
Discussion	<ul style="list-style-type: none"> Open dialog Active listening/questions 50/50 airtime Determine action steps 	
Close the conversation	<ul style="list-style-type: none"> Verify action steps (who will do what by when) Thank employee for time 	