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Design Template for Initiating an Effective Conversation

1. **What is the conversation about and what is the desired outcome from this Conversation?** *Be as specific as you can here.*
2. **Who should convene & lead the conversation?**
3. **Who should participate?**
4. **Optimal Mood:** *How should I/we show up?*
5. **Anticipated Obstacles:** *What do you see as possible obstacles or barriers to success within the conversation, and how will you address them? E.g. What might they say and how will you respond? Be as specific as you can.*

a.	
b.	
c.	
d.	

6. **Context/Approach:** *Given what you've captured above, what will you say up front to "set the stage", to create the greatest likelihood of yielding desired Outcome?*
 - a. In the Invitation to the Meeting:
 - b. During the Meeting:
7. **Wrap Up:** *How will you close the conversation?*
 - a. If conversation goes well:
 - b. If conversion does not go well: