

Take a Stand: Conversation Planner



POWER PRINCIPLE #4:

Find Your Voice and Use It

KEY TOOL



INSTRUCTIONS

Use these questions
to inform your outline.

1

What is your desired outcome? (At the end of the conversation, what does success look like? What will they believe/do? How will this benefit them/the company?)

Ex: My manager sees that he can improve how he moderates the team meeting to enable more people getting heard, leading to stronger culture and business results.

2

How will I open the conversation? **Practice out loud.

Ex: I know you encourage diverse perspectives and ideas — and want to get the best of everyone's brainpower so we are competitive as a business. Currently we aren't hearing from everyone in our team meeting and I have a lot of good ideas. Tom and Maria are smart and passionate, but their enthusiasm is having me and others not get airtime.

3

What requests/recommendations will I make? ****Practice out loud.**

Ex: My recommendation is that you moderate the meeting in a more structured way, asking to hear from numerous people and calling on specific people to share.

4

What objections might come up and how will I handle them?

Ex: My manager might say: "You can interject anytime" or "I like the flow of organic conversation." I'd respond: "Tell me more – what do you like about that?" And then really listen. I could then say: "I appreciate that. Given people's different communication styles and tenures, it would be meaningful to have you test out a different approach. Would you be willing to try different approach for a few weeks and see if it's beneficial to our team?"

POWERFUL CLOSE

- › **Get feedback — find out what got heard.** What are your thoughts/feedback? (wait for response). What are you saying to yourself about this idea/recommendation?
- › **Reinforce the benefit to them/the company.**
- › **Align on actions/agreements.** Who is doing what by when?