

LEADERSHIP BOOT CAMP



TOOLKIT

08: Five Steps to Collaborative Conversations



Five Steps

To Collaborative Conversations

		I Would Do the Following
<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto 10px auto;">1</div> <div style="background-color: #f47920; color: white; padding: 10px; border-radius: 10px; text-align: center; margin: 0 auto 10px auto;"> Headwork </div>	<ul style="list-style-type: none"> • Define the situation • Manage self talk • Weigh issue vs. relationship • Plan your approach 	
<div style="background-color: #f47920; width: 10px; height: 10px; margin: 0 auto 10px auto;">▼</div> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto 10px auto;">2</div> <div style="background-color: #f47920; color: white; padding: 10px; border-radius: 10px; text-align: center; margin: 0 auto 10px auto;"> Engage </div>	<ul style="list-style-type: none"> • Set the tone • Clarify the purpose • Establish the process • Keep it focused, safe, productive 	
<div style="background-color: #f47920; width: 10px; height: 10px; margin: 0 auto 10px auto;">▼</div> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto 10px auto;">3</div> <div style="background-color: #f47920; color: white; padding: 10px; border-radius: 10px; text-align: center; margin: 0 auto 10px auto;"> Mutual Understanding </div>	<ul style="list-style-type: none"> • Reclarify the purpose • Inform (observation and impact) • Explore (ask and listen) • Summarize 	
<div style="background-color: #f47920; width: 10px; height: 10px; margin: 0 auto 10px auto;">▼</div> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto 10px auto;">4</div> <div style="background-color: #f47920; color: white; padding: 10px; border-radius: 10px; text-align: center; margin: 0 auto 10px auto;"> Commit to Action </div>	<ul style="list-style-type: none"> • Gain closure on key points • Transition to action planning • Get commitment on key actions • Set a follow-up date 	
<div style="background-color: #f47920; width: 10px; height: 10px; margin: 0 auto 10px auto;">▼</div> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto 10px auto;">5</div> <div style="background-color: #f47920; color: white; padding: 10px; border-radius: 10px; text-align: center; margin: 0 auto 10px auto;"> Follow-up </div>	<ul style="list-style-type: none"> • Build the relationship • Ensure accountability • Hold follow-up discussions • Learn from the experience 	