Trendie

DIFFICULT CONVERSATION PLANNING TEMPLATE

The table below provides a detailed overview of the forthcoming conversation. It encompasses the topic, purpose, key points to be addressed, strategies for effective communication, and follow-up actions. This holistic approach ensures a well-structured and solution-focused dialogue.

Conversation Topic	
Date	
Participants	
Context/Purpose	
Key Point	
Supporting Information	
Desired Outcome	
Strategy/Approach	
Purpose	
Application	
Follow-Up Action Item	
Responsible Person(s)	
Timeline	
Status	

Usage Instructions

1. **Conversation Topic:**
   Define the subject matter of the conversation.

2. **Date:**
   Specify the scheduled date for the discussion.

3. **Participants:**
   List all individuals involved in the conversation.

4. **Context/Purpose:**
   Describe the background and objectives of the conversation.

5. **Key Point:**
   Identify the main issues to be discussed.

6. **Supporting Information:**
   Include any relevant data or evidence supporting the key points.

7. **Desired Outcome:**
   Outline the intended result for each key issue.

8. **Strategy/Approach:**
   Detail the communication methods and techniques to be employed.

9. **Purpose:**
   Explain the rationale behind the chosen strategy.

10. **Application:**
    Describe how the strategy will be implemented during the conversation.

11. **Follow-Up Action Item:**
    Identify the actions to be taken after the conversation.

12. **Responsible Person(s):**
    Assign individuals accountable for each follow-up action.

13. **Timeline:**
    Establish deadlines for completing the follow-up actions.

14. **Status:**
    Track the progress of each follow-up action.