WORKSHEET

Conversation guide for the first conversation

What it is for: Winning the person over before planning
From chapter 3: Team and roles

The manager holds the first conversation, in private and with no project plan on the table. Note down your own words beforehand.

This is how I begin, for example:
“What you have built should carry on.”

I ask: What matters to you so that your work carries on?

I ask: Who do you think should take over?

I ask: Should your name appear under the content?

I offer: time, relief, a say

I leave out: pressure, ready-made plans and the sentence “We have to secure your knowledge”

What we agreed, with the next date