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| OBJECTIVE | AGREEMENTS, CONDITIONS, AND SUGGESTION |
| YOUR 60-SECOND OPENING STATEMENT | |
| * Name the issue: | |
| * Select a specific example that illustrates the behavior or situation I want to change: | |
| * Describe my emotions around the issue: | |
| * Clarify why this is important. What is at stake to gain or lose for me, other, the team, or the organization? | |
| * Identify my contribution(s) to this problem: | |
| * How I will state my wish to resolve this issue: | |
| * What I will say to invite my partner to respond: | |

Source: Adapted from Scott (2004) and Singleton (2015)