

**What is important for me?**

**What is important for the other person?**

**What is important for both of us?**

**How can I foster a constructive climate of dialogue?**

**Which joint working goals should I suggest?**

## Roadmap

Time available (minutes) 60

### Introduction 10 Minuten

**Which joint working goals should I suggest?**

**What is important for both of us?**

### list of Topics

To be filled in jointly at the beginning of the meeting

## **Discussion 40 Minuten**

### **Possible discussion structure**

**Discussion of relevant perspectives and analysis of the issues to be resolved**

**Discussion of the respective concerns and interests**

**What is important for the other person?**

**What is important for me?**

**What is important for both of us?**

**Solutions**

## Next steps 10 Minuten

### Who does what, with whom, by when?

Please write down what you have jointly decided.

## Debriefing

In order to draw useful lessons from the meeting, you may want to answer the following questions:

### Result of the meeting?

Meine Bewertung

gut  schlecht

Meinung meines Gegenübers

gut  schlecht

### Way the meeting went?

Meine Bewertung

gut  schlecht

Meinung meines Gegenübers

gut  schlecht

**What did I do myself that had a positive influence on the way the meeting went and its results?**

**Which lessons do I draw from the meeting? What worked well? What should I do differently the next time?**