

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?