AKILI ROHO · PRACTICAL RESOURCE

Better Conversations: A Ten-Minute Preparation Sheet

Prepare a respectful conversation. This worksheet does not diagnose another person’s communication style.

1. Describe the event

What happened? Keep observable details separate from your interpretation.

2. Check your understanding

Write a short summary beginning “I heard…” and a question beginning “What did I miss?”

3. Name the request

What specific next action would help? Make it something the other person can understand and respond to.

4. Rehearse two responses

What will you do if they agree? What useful question will you ask if they see the situation differently?

5. Review the conversation

What new information appeared? What was agreed? Who owns the next action and when will it be reviewed?

Explore the related Akili Roho learning or assessment option.

Personal reflection only. Keep private notes in a secure place; do not post them publicly. Optional newsletter subscription is separate from access to this worksheet. Akili Roho · Prepared November 2026.