

Preparing for a meeting

- What is your task at this meeting?
- What is your purpose?
- What would you like to see happen as a result of this meeting?
- What is the least you would like to see happen?
- What have you done previously to achieve this kind of thing?
- What can you do now?
- What is your first step?

Preparing for a tricky conversation

- What are your best hopes for this conversation?
- What do you both want?
- What do you value about this person?
- What's worked well in the past in similar situations?
- What will be the first signs that things are going well?
- What else might be useful here?
- What can you do now and/or in the meeting?