

Delivering Clear Messages

Problem we are trying to solve:

Review of the decision-making process:

-
-
-

Acknowledge limitations, if any (that is, time, budget, ministry or district directives, and so on).

Decision:

Thinking behind the decision:

-
-
-

What we need now:

Who:

What:

When:

How, when, and where people can ask questions:

Possible questions to anticipate:

Be careful here. While it is good to prepare, it is also important to really listen to the questions and not answer based on what you anticipate the questions will be.

-
-
-

Review date: *How is it working?*