REPRODUCIBLE

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.

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Review date: How is it working?