

Stakeholder conversation workbook

Start with a decision or question. Identify whose perspective is needed and plan a purposeful conversation. Keep personal contact details and confidential notes in appropriate private systems.

Plan the conversation

Decision or question and process scope

Roles whose input matters and why

How each role is affected and other perspectives needed

Conversation purpose and open questions

Examples to explore and preferred format

Timing accessibility and recording permissions

Record and follow up

What was said or observed and its context

My interpretation and uncertainty

Disagreement and understanding confirmed

Action owner and review date

Decision process and feedback to participants

What to change before the next conversation

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