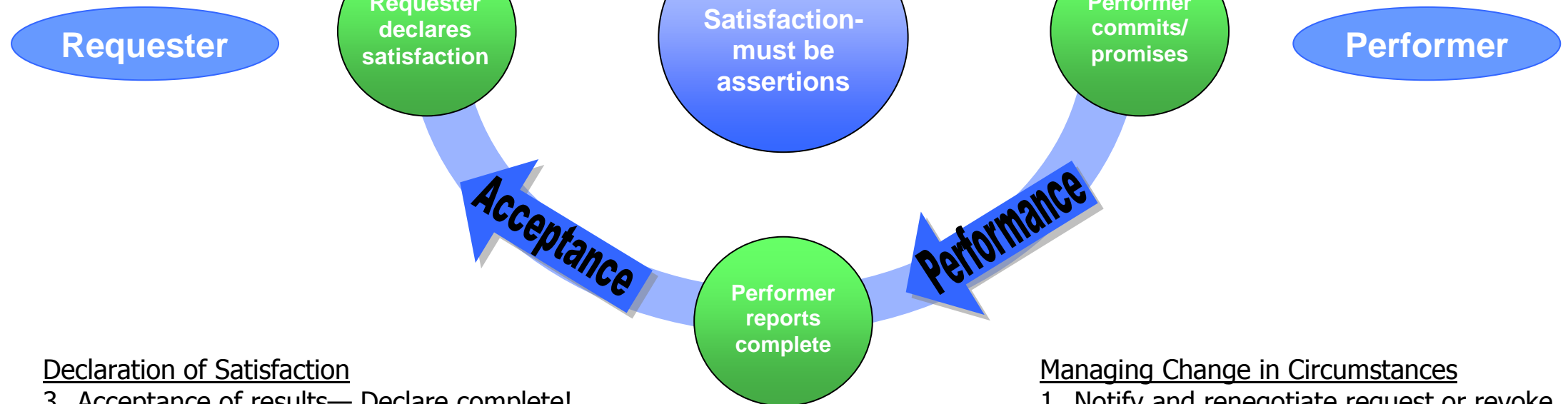


## Fundamental Conversations

1. Conversation for Possibilities
2. Conversation for Action →
3. For Possible Future Conversations
4. For Personal Assessment

## Components of a Clear Request/Offer

1. Requester/Speaker
2. Performer/Listener
3. **Set the context**
4. **Set the timeline**
5. Declare future action/concern (something is missing)
6. **Declare conditions of satisfaction\***
7. Mutual backgrounds of obviousness (assumptions)
8. Sincerity
9. Competence
10. **Capacity**



## Declaration of Satisfaction

3. Acceptance of results— Declare complete!
4. Lodge a responsible complaint— requires shared understanding of request

## Possible Moves

1. Accept
  2. Decline (vs. "No")
  3. Counteroffer
  4. Commit to commit
  5. Request clarification
- (Decline is not rejection of person but of request)

## Managing Change in Circumstances

1. Notify and renegotiate request or revoke
2. Break commitment as soon as possible (trust maintenance)

\*Requester and Performer share responsibility to ensure mutual understanding of C.O.S.