The One-Issue Conversation Plan

Prepare to hear and solve one real problem.

A difficult conversation needs an accurate issue, a listening question, and a request someone can carry out.

Example: two adults had different pickup assumptions. They compare what each understood, agree to confirm the driver by Monday evening, and check the arrangement after Tuesday practice.

01 Name the issue

Keep one duty in view.

Duty affected

Observation and date

Report versus direct knowledge

Own communication gap

02 Plan the setting

Choose a suitable moment.

Purpose to state in advance

Time and place to request

Urgent decision if needed

Support or safety concern

The One-Issue Conversation Plan / Review & follow-through

03 Prepare to listen

Ask before assuming motives.

Opening observation sentence

Question about their account

Concrete request

Workable alternative to consider

04 Record the agreement

Make follow-through visible.

Who carries which action

Confirmation method

Unresolved point or temporary plan

Review date