Before the conversation

Prepare a concern without deciding the other person's intentions in advance. Use for Cases 1 and 5.

Example: Jordan's flyer was unfinished Wednesday. I assumed it would be late and replaced it, although we had agreed on Thursday. I need to ask what was still in progress. My request is a draft review before release, with a conversation before either of us changes ownership.

Type into the fields or print this page. Keep each response to a few sentences.

What happened and what did I actually observe

What effect did it have and what am I assuming

What do I own and what do I need to ask

My opening words and specific request

Afterward, ask whether the other person understood your request. Record their answer before judging whether the conversation worked.

Working agreement

Use before accepting or assigning work. Confirm the agreement with the person who will own it.

Example: Avery will contact four volunteers tonight and report confirmed names tomorrow at five. The coordinator will reassign social posts after another person agrees. Avery will flag a delay by seven tonight. Six volunteers remains a goal, not a result Avery controls alone.

Type into the fields or print this page. Keep each response to a few sentences.

Deliverable and what done means

Owner and decisions they have authority to make

Deadline and support or information needed

Checkpoint and how we will handle a change

Ask the other person to explain the agreement in their own words. Resolve any difference before treating it as settled.

Meeting participation check

Observe one real meeting. Look at the information that shaped the decision, rather than rating personalities.

Example: The chair recommended online registration before asking for concerns. Priya's phone-registration question surfaced the next day. At the next meeting, the chair asked implementers about obstacles first and stated how late concerns would reach the decision owner.

Type into the fields or print this page. Keep each response to a few sentences.

Decision and who owned it

Whose information was needed and how they were invited

What input changed or confirmed the plan

Whose perspective remains missing and my next action

Check one observation with someone who attended. A quiet person's silence does not establish either agreement or disengagement.

A specific feedback request

Ask someone who experienced your behavior. Choose a recent, ordinary interaction and leave room for an honest answer.

Example: After Thursday's meeting, ask the venue lead, "Did I give you enough room to explain the setup concern before proposing the schedule?" If the answer is vague, ask for a moment they remember. Thank them and identify an adjustment. Do not argue them into a more flattering account.

Type into the fields or print this page. Keep each response to a few sentences.

Person and the situation they experienced

Behavior I want feedback about and my exact question

What they said including an example

What I understand differently and what I will try

The person is free to decline. Their feedback describes their experience. Compare it with other evidence without dismissing it or turning it into a verdict on your identity.

After the attempt

Use soon after trying a behavior. Bring this record to your mentorship partner.

Example: I asked for input before giving my recommendation. The venue lead explained that setup needed another hour, so we changed arrival time. She later asked for the questions in advance. My next attempt will include that preparation. One helpful meeting does not establish a permanent change.

Type into the fields or print this page. Keep each response to a few sentences.

Situation and what I intended to practice

What I actually said or did

Other person's response and what remains uncertain

What I will repeat or change and next opportunity

If the attempt did not happen, explain the obstacle. Distinguish lack of opportunity from forgetting, avoidance or an unrealistic plan.

Repairing a misstep

Acknowledge your action and its effect. Keep explanations from turning into a demand that the other person excuse it.

Example: "I sent the flyer without checking with you. That removed your chance to finish and left you responsible for work I changed. I should have contacted you about the deadline. What do I need to understand before we agree on the next assignment?" Follow through on the new agreement.

Type into the fields or print this page. Keep each response to a few sentences.

My action and the effect I know or need to ask about

Acknowledgment I will make in my own words

Repair I will offer and what needs their agreement

How I will follow through and when I will check back

The other person decides whether they accept the repair. Trust depends on what happens afterward, not only how carefully you word the acknowledgment.

Mentor conversation record

Both mentors and participants have something to examine. Use this sheet for one person's situation, then reverse roles when useful.

Example: A participant wants to lead a new project while behind on existing work. The mentor asks what accepting would require them to renegotiate. The participant chooses to clarify the role and discuss the current deadline before deciding. They agree to review what they learn next week.

Type into the fields or print this page. Keep each response to a few sentences.

Situation and the kind of help I want

Assumption we questioned and another explanation

Action I chose and why it fits my situation

Check-in date and evidence I will bring

Before ending, ask whether the conversation helped the person think or pushed them toward the partner's preferred answer.

My 30-day practice plan

Choose one observable behavior and repeat it. Record actual dates once you identify the opportunities.

Example: Before offering a recommendation at two planning meetings, I will ask the implementer what information we need. I will ask them afterward whether they had room to contribute. At my mentor check-in, I will bring both attempts and explain what I adjusted.

Type into the fields or print this page. Keep each response to a few sentences.

Report observation and specific behavior to test

First opportunity and how I will remember

Person I will ask for feedback and my question

Second opportunity and what I will adjust

Mentor check-in date and what would show this helped

Choose an action within your control. The other person's agreement is not the only possible evidence of progress.