

Action and Follow Through Planner

Turn communication and connection into a specific ethical next step. Match the request to the audience's authority and readiness.

Communicate Central message and delivery choices that support it

Connect Audience concern and how I will listen and respond

Convert The realistic decision or action I will request

Five part request

Action Observable behavior or decision

Owner Person or defined team accountable

Timing Date trigger or sequence

Standard What acceptable completion looks like

Follow through What will be communicated supported measured or reviewed

Check: Do people see the value, trust the information, understand the request, and have a realistic way to act?

Explore team training to turn clear communication into practical action and follow-through.

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Build the Bridge to First Action

First step and accountable owner

Resources dependencies and approvals needed

Practical obstacle and how it can be reduced honestly

Tool or support I will have ready immediately after agreement

Commitment summary to confirm in the room

Review point and evidence of completion

Prepare for the answer

Yes: Confirm ownership, timing, and first step.

No: Listen to the reason and respect the decision.

Not yet: Clarify what is missing and the next decision point.

More information: Confirm what is needed, who will obtain it, and when.

State the request. Pause. Listen. Invite correction to the commitment summary.

