PRACTISE / RESOURCE 09

Making Requests and Finding Agreement

Explore options that respect both people's needs.

Name / reference: _____ Date: _____

Choose a specific request and ask about the other person's view. Look for options rather than assuming there are only two choices. Flexibility means considering alternatives, not surrendering an important limit. If agreement is not possible now, clarify the next step or return to the discussion later.

WORKED EXAMPLE

"I need 30 minutes of quiet after work. Could we talk at seven?" The other person needs to leave at seven. An option: a brief practical check-in now and a longer conversation at eight. Both people check whether this arrangement works.

START HERE

What am I asking for? Make it specific and realistic.

What matters most to me? Where can I be flexible?

What might matter to them? What will I ask rather than assume?

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A HELPFUL REMINDER

Agreement is not the only measure of progress. A clear request and an accurate understanding of differences are useful outcomes too.

PRACTISE IN YOUR OWN WORDS

Option 1 and how it might meet both sets of needs:

Option 2, including any limits or trade-offs:

The request or proposal I will put into words:

What did we agree: who will do what, and when?

When will we review it? If no agreement, what is the next step?