

## 1 PREPARE

Use the GROW® Process on yourself first. Get clear on the Goal, the Reality you'll share, and the Option you'll pursue if you can't get alignment.

**What's my Goal? What's the Reality?**  
**What are the Options if I don't get agreement?**

## 2 PLAN

Plan the conversation using the questions and possible responses below.

## 3 PRACTICE

Practice the conversation with a colleague or friend. Try to get the real words out of your mouth.

	COACH		COACHEE
GOAL	<b>Explain Your Goal:</b> Sample: "I have something I'd like your help with. Could we discuss it now?"	LISTEN AND REFLECT BACK	<b>Possible Response:</b>
	<b>Share Your Intent:</b> Sample: "Here is what I would like to do. I'd like to share my perspective and then get yours. If I am accurate, I'd like to discuss how to _____. (What you want for the person). "If I am not accurate, I need to know that, too."		<b>Possible Response:</b>
REALITY	<b>Share Your Reality:</b> Sample: "This is what's showing up for me."	LISTEN AND REFLECT BACK	<b>Possible Response:</b>
	<b>Ask for Their Reality:</b> Sample: "How does it show up for you?"		<b>Possible Response:</b>
	<b>Demonstrate Understanding:</b> Sample: "So, what I hear you saying is _____. Have I understood you correctly?"		<b>Possible Response:</b>
OPTIONS	<b>Claim Common Ground About the Core Issue:</b> Sample: "So, you agree that _____. Is that accurate?"	LISTEN AND REFLECT BACK	<b>Possible Response:</b>
	<b>Ask for Buy-In:</b> Sample: "I'd like for us to work together to _____. Will you work with me on this?" <b>IF NO:</b> Continue with Options. <b>IF YES:</b> "Thanks for agreeing to _____." (Proceed to Way Forward.)		<b>Possible Response:</b>
WAY FORWARD	<b>Describe Choices:</b> Sample: "If you are not willing to work together, it puts me in a tough spot because _____. If that's the case, then _____. Will you work with me on this?"	LISTEN AND REFLECT BACK	<b>Possible Response:</b>
	<b>Define Next Steps:</b> Sample: "So, our next steps are _____. (Note the date and time.) Follow GROW for Breakthrough if applicable.		<b>Possible Response:</b>