

Are any specific approaches (mindsets, values, etc.) needed for this assignment? *Remember to distinguish requirements from preferences or traditions.*

How will you seek their perspective and adapt to input?

How will you make sure you and your staff member are aligned on key points and next steps?

- Verbal repeat-back
- Written repeat-back
- Other (specify):

Step 2: Stay Engaged

What specific products or activities (e.g., outlines, data, drafts, etc.) will you want to review or see in action to monitor progress?

Early Slice	Midstream	Back End
<i>Date:</i>	<i>Date:</i>	<i>Date:</i>

Step 3: Debrief

Create a plan for accountability and learning—yours and theirs.

When and how will you **debrief** how things went? What **questions** will you ask? What **feedback** will you seek or offer about what went well and what could be improved?

Step 4: Adapt Your Approach

Given the difficulty and importance of the task and my staff member's will and skill for this project or assignment, my approach should generally be:

- Very in the mix
- In the mix
- Mostly out of the mix