

Theme and Cue Conversation

Name:

Date:

Set the Context	(Describe the reasons for the meeting)	
Current State	(Outline the reality of the current situation)	
Desired State	(Outline how things need to be in the future – this must be linked with the reasons why the change must happen and the consequences of not doing it)	
Cue	(Use an open-ended question to begin the discussion)	
Who?	Will do What?	By When?