TEACHER TOOLBOX

Say What Needs to Be Said

A Professional Conversation Planner

Speak with purpose, evidence, and courage—without turning disagreement into damage.

WHAT NEEDS TO BE ADDRESSED?

State the concern without loading it with assumptions.

WHAT AM I WILLING TO HEAR?

What response or perspective might challenge my current view?

WHO IS AFFECTED?

Students, colleagues, families, team, school, or me?

WHAT TONE DO I WANT TO MAINTAIN?

How do I want the other person to experience me?

WHAT EVIDENCE DO I HAVE?

Examples, patterns, dates, outcomes, or prior attempts.

WHAT SHOULD HAPPEN AFTER?

Name the next action, owner, or decision.

WHAT OUTCOME AM I HOPING FOR?

Clarification, change, support, decision, boundary, or follow-up.

WHAT NEEDS DOCUMENTED?

What should be captured or followed up in writing?

WHAT QUESTION NEEDS ANSWERED?

What do I genuinely need to understand?

WHEN WILL WE FOLLOW UP?

Date, condition, or evidence that brings us back together.

FINAL CHECK

Am I trying to improve the situation—or merely prove that I am right?

Professional courage can be quiet. Being heard does not mean automatically getting your way. Stay aligned with purpose, listen carefully, and disagree without disrespect.