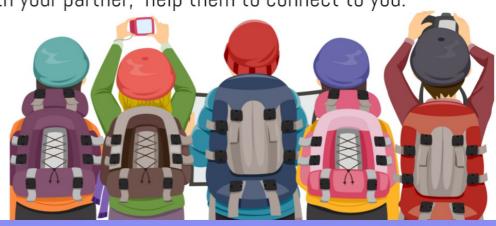
seak to Relate with your partner, help them to connect to you.

Use the acronym SPEAK to focus your discussion



When you speak, be...

Simple

- * Clear avoid long strings of
- complaints or choices.

 * Pause. Give your partner time to digest.

 * Stay time limited.

Prepared

- * Have an agenda and clarifying examples.
- * State a clear goal and stick to it.

Equal

- * You are speaking to another adult.

- * Do not lecture or over-explain.
 * Use "From my point of view" and
 * Ask "What do you think?" often

Affirming * Focus on strengths and flexibility Lead by affirmation, not dictation.

- * Make a deliberate effort to recognize the positive.

Kind

- * Don't state your case in the worst possible way.
- * Avoid strong labels. State what you DO understand.



