# My discussion plan

This plan will help me:

* prepare for having a discussion with my employer
* stay focused on the issues
* arrive at a solution.

Complete the first half before you meet and the second half during or just after your discussion.

## Before the discussion

### What are the issues I want to discuss (and why)?

Some examples:

### What supporting paperwork do I have (have a copy for your employer too)?

### What impact is the problem having on me or my work (if any)?

### What information do I need from my employer?

### What do I think my employer might say (and why)? How might I respond to that?

### What are my initial ideas of possible solution/s?

**During/after the discussion**

### What was my employer’s response to the issue or concern I raised?

### What new information did my employer give me?

### Are there any facts, issues or entitlements that need to be checked? Who will be checking them?

### What solution/s did my employer suggest?

### What did we agree?

### What are the next steps?

#### For me:

#### For my employer: