

OASIS Conversation Planning Tool

	Have a clear intention to create a positive and productive relationship. Build rapport with other(s) by looking for common ground.	
O	Describe behavior or facts you are noticing without judgment. <i>"I notice that..." "When I see, hear..."</i>	
A	Be aware of and share your assumptions, emotions and background. <i>"I assume, believe, interpret..." and/or "I feel..."</i> Share your background, experiences, standards, expectations or perceived impact. <i>"Because I..."</i>	
S	Notice your judgment signal, stop, step back and become open and curious. Inquire about the other's perspective. <i>It's my intention...(to understand your view, to work together, to achieve goals together...)</i> <i>How do you see the situation?</i>	
I	Understand needs and look for common ground. <i>"What is important to me?"</i> <i>"What is important to the other(s)?"</i> <i>"What is important to us?"</i> Prepare to listen. Remember MEET. Mirroring Empathizing Empowering Questions Track the kind of interaction (tell, sell, gel)	
S	Explore options and agree on next steps. Brainstorm possible options. Agree on who is going to do what, when and how you will know.	
	Other comments:	