

HOW TO MAKE A GOOD "ASK":

Context.

Clarity.

Communication.



KENAN-FLAGLER
BUSINESS SCHOOL

Executive
Development

CONTEXT

Briefly describe below the broader context of the project and prepare to communicate it.

CLARITY

What are you asking the other person to do?

- | | |
|---|--|
| <input type="checkbox"/> Investigate: <i>Bring back organized/structured information</i> | <input type="checkbox"/> You decide: <i>Reporting results</i> |
| <input type="checkbox"/> Investigate: <i>Bring back recommendation with analysis and reasoning</i> | <input type="checkbox"/> You decide |
| <input type="checkbox"/> Take action: <i>Start executing but consult on key decision points</i> | <input type="checkbox"/> Other (describe): |
| <input type="checkbox"/> Take action: <i>Communicating ongoing progress</i> | _____ |

Describe below answers to the key questions.

COMMUNICATION

Initial ideas on communication plan, but will be jointly decided.