

EXAMPLE

WORKSHEET FOR ADDRESSING CONCERNS

Ground Rules (agreements):

1. We will allow each other to finish speaking (we will not interrupt each other)
2. We will use 'I' statements and avoid 'you' statements
3. We will use assertive statements and avoid aggressive or passive statements
4. We will be honest and stay on track

When: After lunch on Saturday

Where: In the living room (TV will be turned off)

Concern: I need assistance to get out of bed promptly at 8 a.m. in the morning. HCW arrived at 8:45 four of the previous five days.

Ideas to resolve concern (no idea is a bad idea):

✓ Purchase new alarm clock

I will call HCW at 7:30

HCW will set alarm clock 45 minutes earlier and arrive at 8 a.m.

HCW will not go to bed at night

HCW will go to bed 1 hour earlier

HCW has home health concerns, will see physician to seek resolution

HCW has child care concerns, will seek alternate provider

1. Check those ideas you want to discuss or agree to
2. Rewrite if needed and use worksheet for discussion guide

Follow-up: HCW will purchase new alarm clock. We will discuss at next Performance Review.

WORKSHEET FOR ADDRESSING CONCERNS

Ground Rules:

When: _____

Where: _____

Concern: _____

Ideas to resolve concern (no idea is a bad idea):

(1) Check those ideas you want to discuss

(2) Rewrite if needed and use worksheet for discussion guide

Follow-up: _____