

8.4.10. F2F Planning tool

F2F Planning Tool

Aim
What are the aims of the meeting
Contact/interview partner
How is the Person / Background
Contact/Interviewer Vulnerabilities
<ul style="list-style-type: none"> • Need (physical requirement to live) • Want (physical and sought after – Wealth, Comfort, Leisure) • Desire (metaphysical and sought after – Honour, Pride, status - Shame, Embarrassment, Dishonour) • to HAVE or AVOID • Physical state / Mental state / Recent events • Why aren't they performing the DE already?
Introduction
Who are you why are you here statement <ul style="list-style-type: none"> • How to introduce yourself and your team? • Have someone introduce you (Authority) • Familiar greeting (Mirror/Liking) • Plan to use her/his NAME • Seating plan • Exploit previous relationships • Body Language (Formal/Casual/Ingratiate) • Grooming/Clothing • Confirmation of assumptions • Confirm Contact identity • Weapon position for effect.
Rapport Building
<ul style="list-style-type: none"> • What are the TA's current vulnerabilities? Screen for cues in their speech • Humour / Empathy as appropriate • Discuss topics connected to TA's vulnerabilities • Gifts / Gestures – Reciprocity / Ingratiation • Body Language / Mirroring • Introduce a topic that will bridge to your main argument
Main Argument/Main Topic
<ul style="list-style-type: none"> • Why should he/she work together with us? • Why should he/she support • What is the main Topic
Supporting Argument(s)/Subtopic(s)
<ul style="list-style-type: none"> • What are the Supporting Arguments or subtopics?
Counter Argument(s)
<ul style="list-style-type: none"> • Prepare points that will counter these arguments • Rehearse and debate with your team or language assistant • Identify counter arguments AND determine how your arguments might be perceived by the contact interview partner • Link your counter arguments to their vulnerabilities
Exit Strategy- <u>Negative</u>
<ul style="list-style-type: none"> • Retain composure – how you deal with this will impact the contact/interview partner • Acknowledge the EMOTION – deescalate • Express EMPATHY and SINCERITY • Acknowledge this is temporary and secondary to the Importance of their Vulnerabilities • Leave door OPEN – set the conditions for the next communication
Exit Strategy- <u>Positive</u>
<ul style="list-style-type: none"> • Restate the Main Argument to exploit the Primacy / Recency Effect • Confirm any commitments to reinforce consistency • Confirm observed Impact Indicators • Reward the commitment to reinforce consistency – make suggestions that apply to vulnerabilities • Confirm Tombstone and contact information

- Leave door OPEN – set the conditions for the next communication