

Table 6.1 The Foundational Steps

| <i>Five Steps to Successful Scripting</i> | <i>Remember . . .</i> |
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| Set the tone and purpose of the conversation. | Connection before correction—sincerity and willingness to be authentic precedes the rest. |
| Get to the point and name it professionally. | Name the issue with a professional behavior, preferably one indicated in a job description or expectation. |
| Give specific examples. | Use only one or two. Make them vivid and watch for trigger words. |
| Describe the effect of this behavior on the school, colleagues, or students. | Describe the consequences of this behavior on others. Don't dramatize; describe the impact. |
| Share your willingness to resolve the issue and have a dialogue and discussion. | Stay open with your comments and your body. Be able to finish your statement and stay present so the dialogue can begin. |