

Fair Process Worksheet

What is the decision to be made?

Who will be impacted by the decision?

How will I ENGAGE the people who are impacted by this decision?

After ENGAGEMENT who will I include when making the final decision?

How will I EXPLAIN the decision? What is the most important information to be communicated?

What are the new rules/expectations? In order to meet EXPECTATION CLARITY how will I communicate what happens next?