

## Checklist #4: Reviewing the Contracting Meeting

### 1. How would you rate?

	Client		Consultant
• Balance of participation?	100% _____	50/50 _____	100% _____
• Who initiated?	100% _____	50/50 _____	100% _____
• Who had control?	100% _____	50/50 _____	100% _____

### 2. What resistance or reservations did the client express?

- Which did you explore directly, in words, with the client?
- Which did you not really explore?

### 3. What reservations do you have about the contract?

- Which did you put into words with the client?
- Which did you express indirectly or not at all?

### 4. How did you give support to the client?

**5. How were the client's concerns expressed:**

- Silence?
- Compliance?
- Attack?
- Questions?
- Giving answers?
- Directly, in words?

**6. What facial and body language did you observe?**

**7. How would you rate the client's motivation to proceed?**

**8. How would you rate your own motivation to proceed?**

**9. What didn't you express to the client?**

**10. Review "Navigating the Contracting Meeting." Did you skip any steps?**

- Which ones?

**11. What would you do differently next time?**