

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?