

**Use this worksheet to assess the needs of everyone in a particular situation and find the ‘Win-Win’ agreement.**

**Example Situation:** David would like to have a more flexible work schedule where he can work remotely two or three days a week. Ingrid, his boss, is concerned with not only making sure the work gets done, but also that David achieves high quality results. She also wants to ensure sufficient team collaboration so the whole team can work efficiently and effectively.

<b>David’s Wins</b>	<b>Ingrid’s Wins</b>
<ul style="list-style-type: none"><li>• Wants to work remotely two or three days a week;</li><li>• Wants to have more flexible work hours on the days he is in the office (start and leave earlier or later);</li><li>• Wants to be trusted to get his job done without needing face time in the office;</li><li>• Feels confident he can use technology to stay connected with co-workers;</li><li>• Is willing to work evenings on days he leaves early.</li></ul>	<ul style="list-style-type: none"><li>• Needs high quality results - all work done on time and with excellence;</li><li>• Needs to be able to contact David during normal working hours;</li><li>• Wants to make sure this does not start a trend everyone will want - not all jobs are this flexible;</li><li>• Wants to ensure sufficient collaboration between David and other team members;</li><li>• Wants to ensure that her boss continues to think she is managing the team well.</li></ul>

### **Our Agreement:**

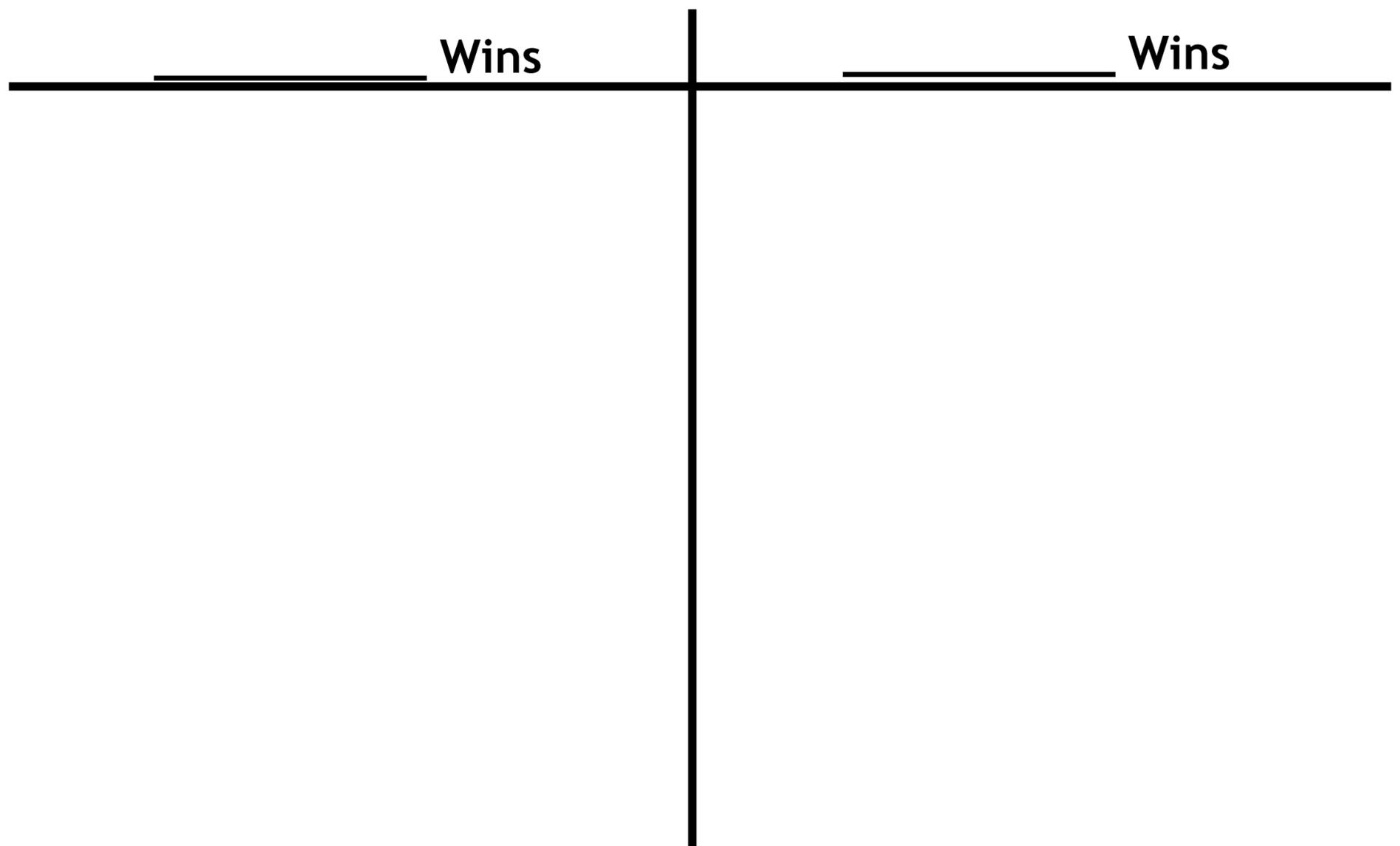
David can work remotely two days a week for a three-month trial period. He needs to be contactable during normal business hours. He can have more flexible work hours as long as the work gets done on time and with excellence. David will meet weekly with Ingrid to track progress for the first month and to course-correct if needed. They will review progress at the end of each month and decide then to either stop or continue the flexible work arrangement. Ingrid needs to feel that the work situation is good, if not better, than the current one.

# Win-Win Agreement



Use this worksheet to assess the needs of everyone in a particular situation and find the 'Win-Win' agreement.

Situation:



Our Agreement:

A large empty rectangular box with a thick black border, intended for writing the final agreement.