



Based in Europe - Working Internationally

## Executive International Program Alignment Prep

*One-page tool for high-stakes program conversations. Fast to complete. Easy to reuse.*

Program situation / context: \_\_\_\_\_

Date / format: \_\_\_\_\_ [ ] in-person [ ] virtual [ ] hybrid

My role: \_\_\_\_\_

Outcome (one line): \_\_\_\_\_

### Stakeholders and decision reality

Decision owner: \_\_\_\_\_

Key stakeholder(s) (name/role): \_\_\_\_\_

Key influencer(s) (formal or informal): \_\_\_\_\_

What each stakeholder cares about: \_\_\_\_\_

Hidden stakeholder check: Who needs to feel consulted before a decision is 'real'? \_\_\_\_\_

### WHO / TO WHOM

My role + decision rights: \_\_\_\_\_

Their role + expectations: \_\_\_\_\_

Leadership signals to consider (incl. gender dynamics, where relevant): \_\_\_\_\_

### WHERE / HOW

Setting + what it signals: \_\_\_\_\_

Mode (dialog / monolog / written) + register: \_\_\_\_\_

Language choice + pace: \_\_\_\_\_

### WHAT / WHY

Key message (one sentence): \_\_\_\_\_

What to avoid today: \_\_\_\_\_

Intention (inform / persuade / align / connect): \_\_\_\_\_

### Micro-script

Opening line: \_\_\_\_\_

Boundary line (keep structure / scope on track): \_\_\_\_\_

Closing line (next steps + owners): \_\_\_\_\_

### After (30 seconds)

Worked / adjust: \_\_\_\_\_