

Constructive Confrontation Action Plan Worksheet

Fill in the action column with an appropriate step(s) that applies to each stage of your confrontation for a structured, planned approach.

Description of Incident:

STEP	DESCRIPTION	ACTION
1	Gather facts/specific examples that demonstrate the area of concern	
2	Hold a private meeting	
3	Create a caring atmosphere (positive tone, eye contact, facial expressions, body language)	
4	Define/explain need(s)	
5	Involve student in process/two-way conversation/Ask open-ended questions	
6	Keep conversation on target	
7	Summarize collaborative plan	