

# Breaking bad news

Title

# Current Situation

- State the negative information
- Describe the actual situation (avoid euphemisms)

# Causes

- Analyze the causes of the current situation
- Review incorrect forecasts
- Name further sources of errors

# First Alternative

- Explain this alternative
- Discuss the pros and cons
- Indicate possible difficulties
- Refer to projected costs

# Second Alternative

- Explain this alternative
- Discuss the pros and cons
- Indicate possible difficulties
- Refer to projected costs

# Recommendation

- Recommend one of the alternatives discussed
- Justify your choice.
- Invite audience discussion

# Future Prospects

- Review the most important goals
- State your expectations
- Set a time frame

# Summary

- Summarize the most important findings
- Reassign tasks if necessary
- Explain and support your decisions
- Motivate the staff