

Conversation planner template

I will be having a conversation with
(name of the person I am having a conversation with):



I will have the conversation on
(date, time, and location of conversation):



To ease into the conversation, I will talk about
(non-mental health related topic, for example, work, school, family, or hobbies):



The specific behaviour(s) I have noticed that I want to mention are
(for example, acting withdrawn, seeming tired or unfocused, using more drugs or alcohol than usual):



The questions I would like to ask are
(for example, how long have you been feeling like this? Do you know what is causing you to feel like this?):



The types of support I can offer personally include
(for example, morning walks, going with them to the GP, giving time off work for mental health appointments):



If needed, the support services I will recommend include
(local mental health services you have researched, telephone services such as Beyond Blue or Lifeline, their GP):



The non-verbal cues I need to make sure I am doing include
(for example, making eye contact, not fiddling, keeping a relaxed and open posture, actively listening):



I will follow up with the person after
(amount of time, for example 3 days or 2 weeks):



To look after myself following the conversation I will
(for example, take a walk, debrief with a friend, do something I enjoy doing):