

## Decision-Ready Communication

### *A 3-part framework for senior managers who want their communication to carry more weight*

Many capable professionals communicate well enough to contribute. Far fewer communicate in a way that helps drive decisions.

That difference matters.

In leadership meetings and client-facing conversations, strong communication is not only about speaking clearly. It is about helping the room understand:

- ✓ what matters most
- ✓ what the trade-offs are
- ✓ what direction makes sense
- ✓ what should happen next

That is what decision-ready communication does. It helps a professional move from **sharing input** to **shaping outcomes**.

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## The 3-part framework >> FAC

### 1. Frame the point early

Do not make the room wait for your position.

In high-level discussions, people should know early:

- what your point is
- what issue you are raising
- what decision lens you are using

This does not mean sounding abrupt. It means sounding deliberate.

**Instead of: “I just wanted to add a few thoughts here...”**

**Use:**

**“The key concern here is...”**

**“The decision we need to make is...”**

**“My recommendation would be...”**

The earlier the point is framed, the easier it is for the room to follow your thinking.

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## 2. Anchor it to Business Impact

A point carries more weight when it is linked to consequence.

Senior stakeholders respond better when communication shows:

- risk
- trade-off
- timeline impact
- resource impact
- client impact
- execution implication

This is what separates information from leadership judgment.

### **Example:**

Instead of saying, “We may need more time on this,”

say, “If we compress this timeline further, we risk a weaker implementation and more rework later.”

That is stronger because it connects the point to business reality.

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## 3. Close with direction

Many conversations stay open because the speaker stops at analysis.

Decision-ready communication goes one step further.

It clarifies:

- the preferred direction
- the available options
- the next step
- the decision required

### **Example:**

“My recommendation is that we take option B, because it gives us better client confidence with lower delivery risk. If that aligns, the next step would be to confirm the scope and timeline today.”

This helps the room move toward making a decision. And your communication begins to carry more authority.

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## Where this framework helps most

This approach is especially useful when:

- ✓ your point gets diluted in leadership meetings
- ✓ discussions go in circles without conclusion
- ✓ you are heard, but not weighted
- ✓ client conversations start politely but lack momentum
- ✓ you want to sound more leadership-ready without sounding aggressive

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## What changes when this is applied well

When professionals begin using this framework consistently, three shifts usually happen:

### 1. They are heard earlier

Because their communication starts with more structure.

### 2. They are taken more seriously

Because their points are linked to business judgment, not just opinion.

### 3. They influence outcomes more effectively

Because they help move discussion toward decision and action.

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## Remember

At senior levels, credibility is not built by saying more.

It is built by helping others think more clearly and decide more confidently.

That is what decision-ready communication is designed to do.