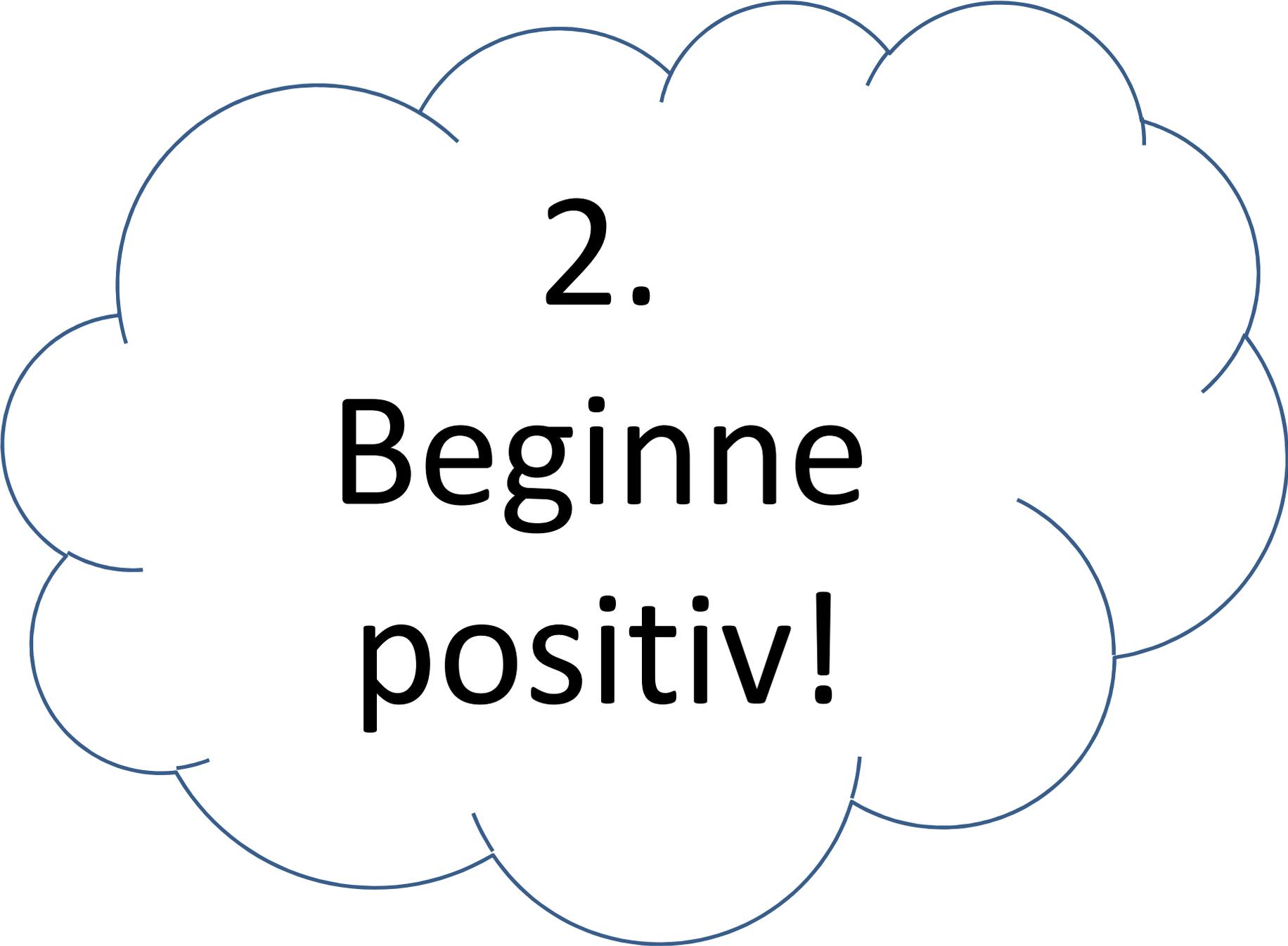


1.

**Bereite dich
gut vor!**



2.

**Beginne
positiv!**



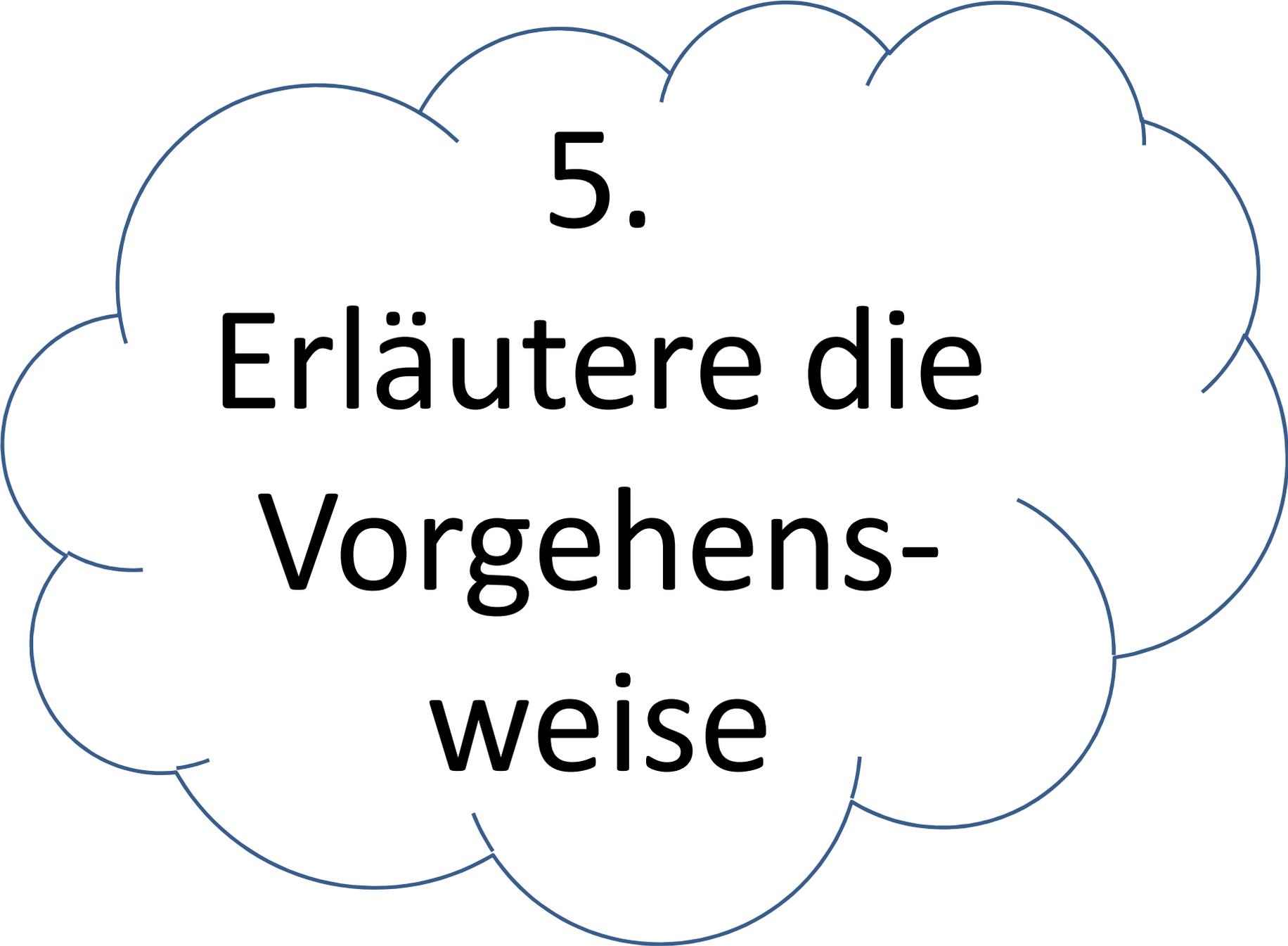
3.

Lege das
Ziel fest!



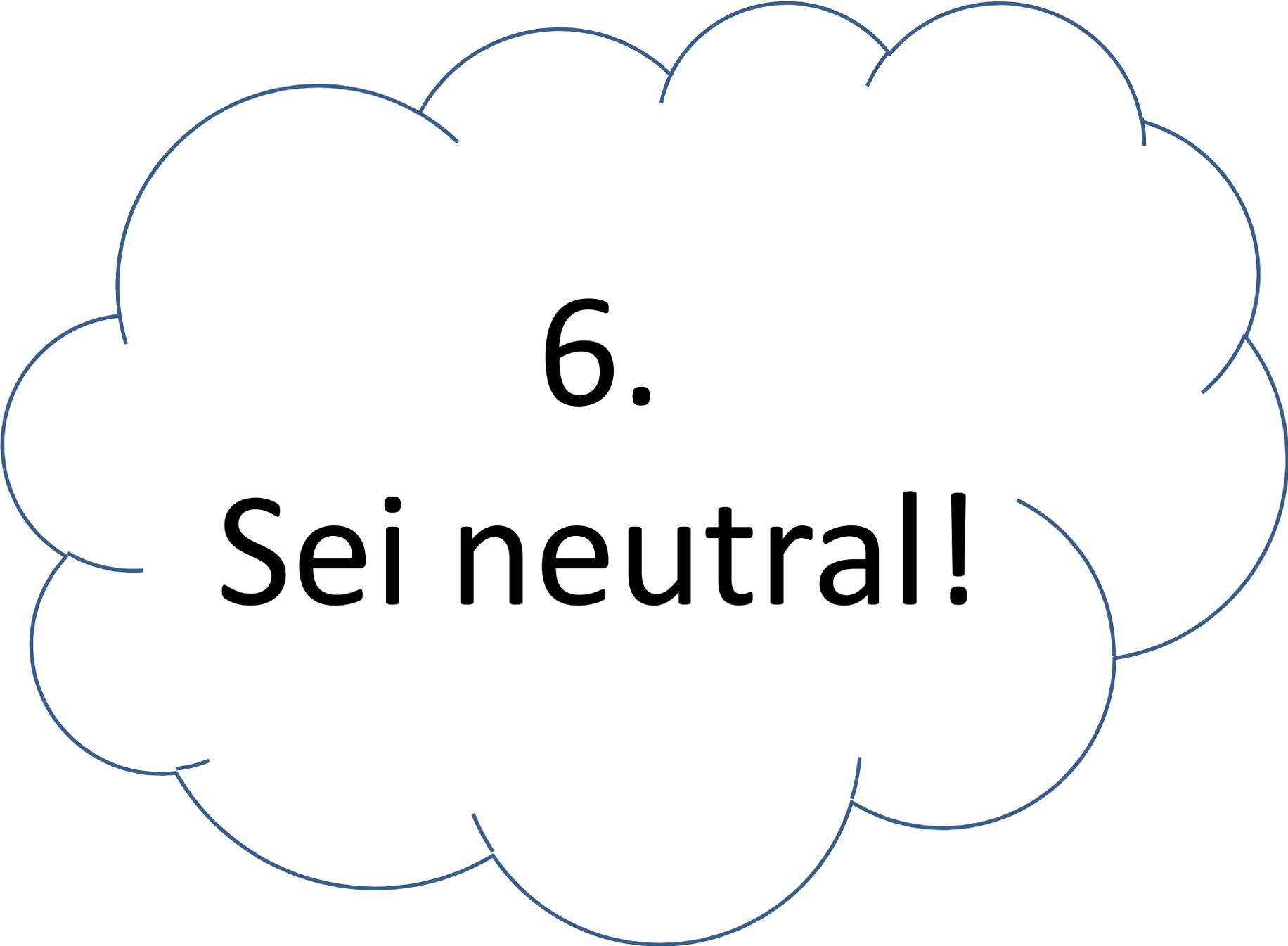
4.

**Visualisiere
mit!**



5.

Erläutere die
Vorgehens-
weise



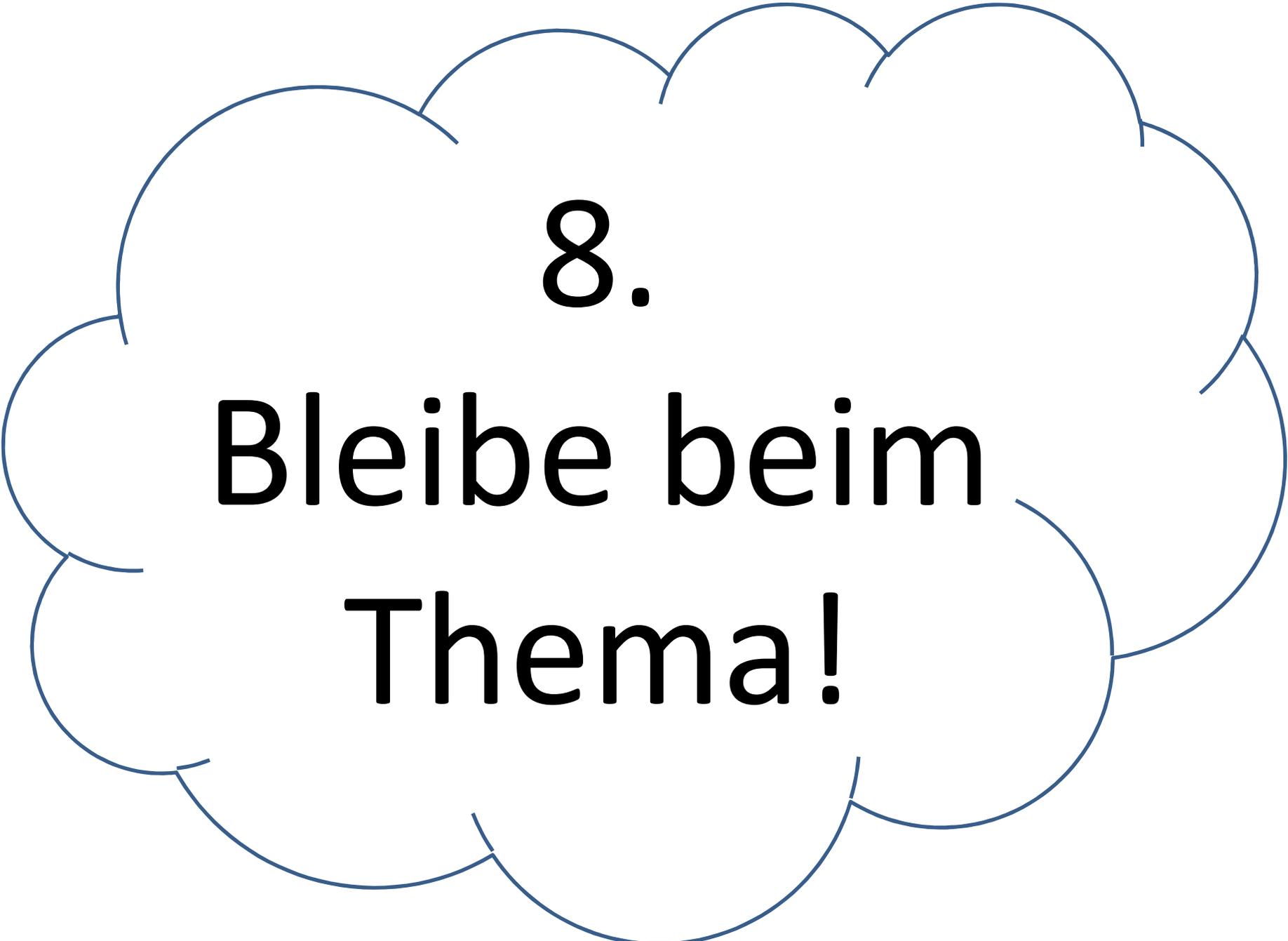
6.

Sei neutral!



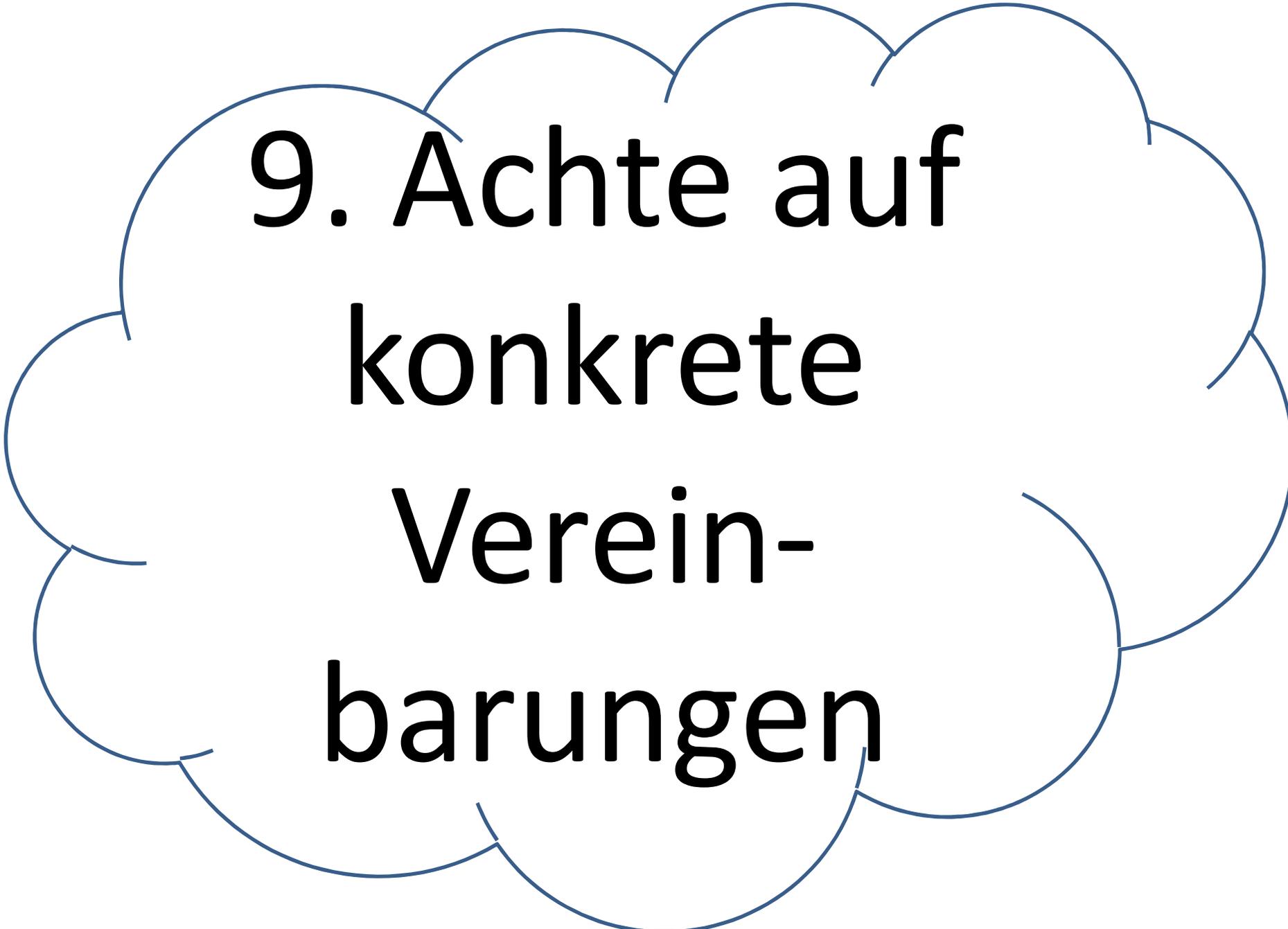
7.

**Führe durch
Fragen!**

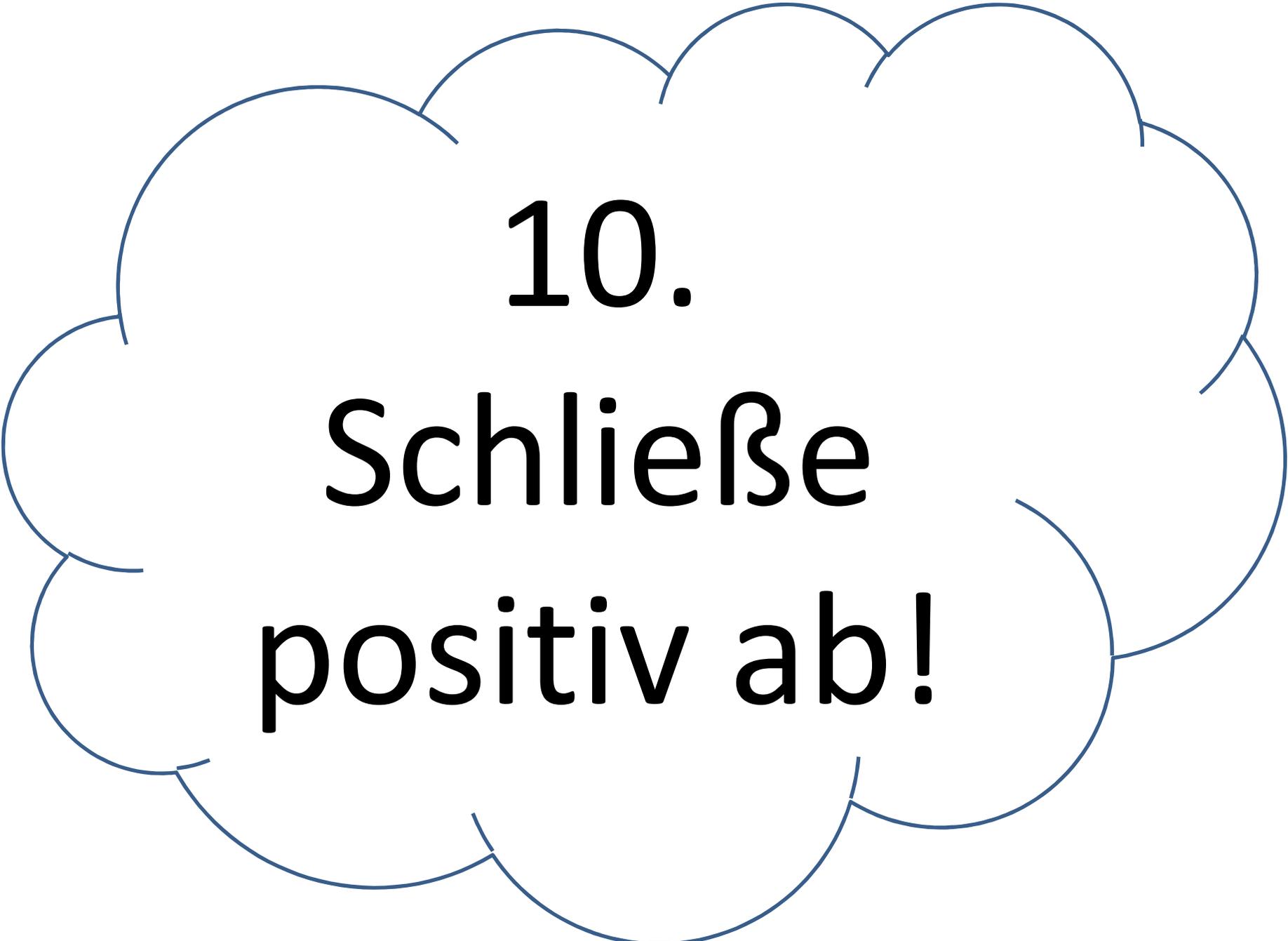


8.

**Bleibe beim
Thema!**



**9. Achte auf
konkrete
Verein-
barungen**



10.

Schließe

positiv ab!