

Debugging Difficult Conversations worksheet

When you can anticipate that you're going to head into a Difficult Conversation, it's useful to take the time to step back and think through productive mindsets and preparation.

This will give you the best chance of having a successful Difficult Conversation.

The Difficult Conversation To help you think about your Difficult Conversation holistically, fill in the blanks:

What What is the conversation going to be about? Describe it as neutrally as you can.	Who Who will be taking part in this conversation? Invite the right people who need to be there.	When When is the best time to have this conversation? Probably not 4:30pm on a Friday.	Where Where is the best place to have this conversation? Somewhere private is preferable.

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Mindset The first step in dealing with a Difficult Conversations is making sure you have the right mindset to approach it.

Why is it in my own best interests for me to have this Difficult Conversation?	Why is it in the best interests of the other person/people to have this Difficult Conversation?	Why is it in the best interests of my team to have this Difficult Conversation?	What will happen if I don't have this Difficult Conversation?

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Preparation Once you have the right mindset, you can move onto preparing for the Difficult Conversation.

What data/evidence can I gather to backup my claims?	Are there any outside opinions to ensure I have the right viewpoint?	Any possible objections that could be raised and how can I overcome them?	What are possible ways this Conversation could go awry? What are my backup plans?