

CONFIDENT YOU

THE TOUGH CONVERSATION WORKSHEET.

Okay team, this worksheet is designed to allow you to draft out your key points, get clear on what it is you want to say and prepare yourself for that TOUGH conversation you've been meaning to have. Personal or professional the basics are the same, let's go!

DECIDE WHAT YOU WANT TO SAY.

If you aren't clear exactly what it is you want to communicate, then the person you are speaking with probably won't either. This is how conversations become muddled and confused. Get clear with yourself first.

WHAT ARE THE KEY POINTS OF THIS CONVERSATION?

In the case where you are talking about a raise, or even wanting to improve your communication conditions in your relationship, there will be key points. Things like that you appreciate what you have, that you have been feeling a certain way, that this is something you have considered for a while etc. Start to list these out and you may find that what you wanted to say is hidden there. It might even be different to what you thought it was.

WHAT IS THE EVIDENCE FOR THIS?

You may need to be able to supply some examples or evidence to support your claims in the conversation. Not in a way to place blame or make excuses, but so that it demonstrates that you have considered your position. It proves that this is a considered conversation that requires attention. Evidence won't always be needed, but take some time to ponder what prompted this discussion in the first place.

IS THERE A REQUEST YOU NEED TO MAKE?

I'm going to go ahead and assume that if you are having this conversation, it is with a particular outcome in mind. And that, my friends, is where the request comes in. What is it EXACTLY you are asking for? Is it a change in behaviour, help or assistance or something else? Write down what you'd like the outcome to be, what is the request there?
