

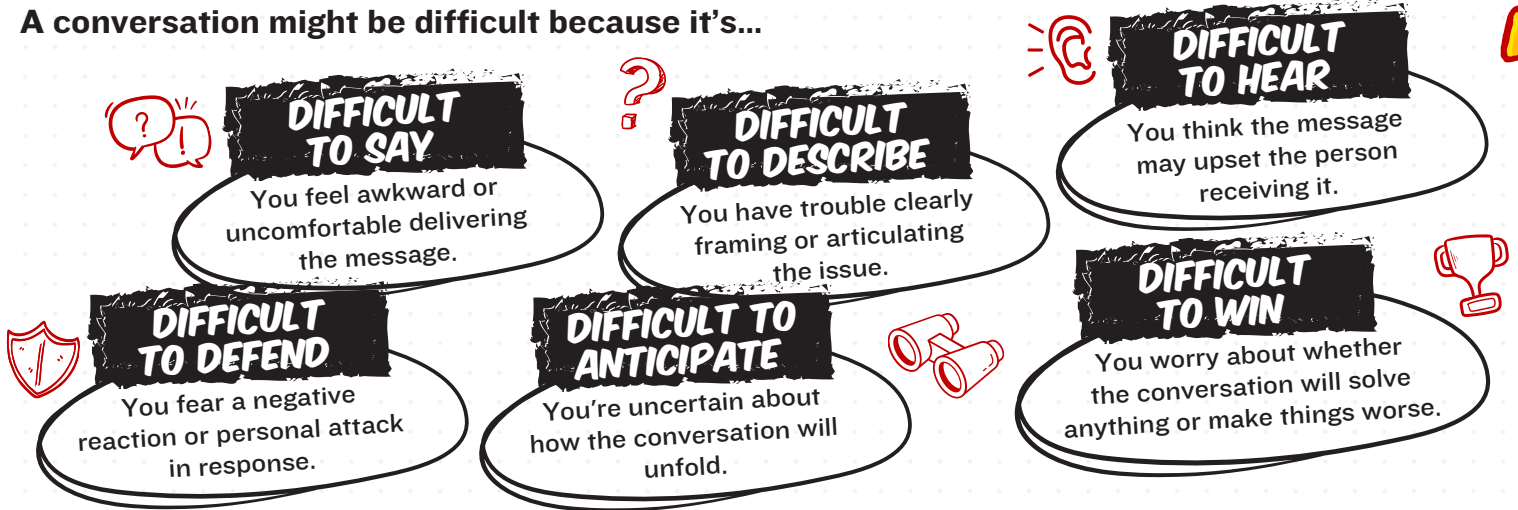
# HOW TO PREPARE FOR A

# DIFFICULT CONVERSATION

Those stomach-flipping, sweat-inducing talks that **cannot be avoided**. Whether it's delivering feedback, addressing tensions, or asking for what you deserve, they can be daunting. **But how do you get through them with grace?**

## WHAT MAKES A CONVERSATION DIFFICULT?

A conversation might be difficult because it's...



## HOW TO GET READY FOR A DIFFICULT CONVERSATION

### CLARIFY YOUR MESSAGE

Define your message and its importance. If you're unsure... WAIT!

### PREPARE CONCRETE EXAMPLES

Use specific examples to illustrate your point. If you don't have any... WAIT!

### INTERROGATE YOUR FEELINGS

Understand your emotions and their impact. If you're overwhelmed... WAIT!

### TEST YOUR STORY

Challenge your assumptions and look for positive interpretations. If you're not ready... WAIT!

### WRITE A HAPPY ENDING

Know what outcome you want. If you're not sure what that is... WAIT!

The secret to successfully tackling a difficult conversation is **preparation**. These steps will help put you in the best position to maximize the positive outcomes while minimizing potential setbacks.



Effective preparation can **transform a difficult conversation into an opportunity for growth and understanding**. Make sure you're ready for constructive dialogue to foster better relationships and outcomes.