



Prep Sheet for a Difficult Conversation

Conversation with _____

Date scheduled: _____

1) Why am I having this conversation? What is the objective?

2) Is this conversation bringing up emotion for me? If so what am I going to do to get myself emotionally prepared to have this discussion?

3) How will I honor the person or group I am talking with? How will I handle their emotions? How do I think they will respond?

4) How or where will I have this conversation? _____

5) How much time should I set aside?

6) How will I bring the conversation to an end? How do I want to leave things?

7) What can I plan immediately after the conversation so I can end within the time I have set aside? _____

8) Do I need to follow-up the conversation in writing? If so when will I get this to them?
