

# Brave Conversations Worksheet

*It can be scary to enter into a conversation about difficult topics. Before entering into a challenging conversation, prepare yourself by spending some time answering the questions on this worksheet on your own. A little preparation can set you up for a successful conversation.*

## What is the conversation you want to have?

What are the topics you want to address?

What do you hope will come out of the conversation? What do you hope to achieve by addressing the issue?

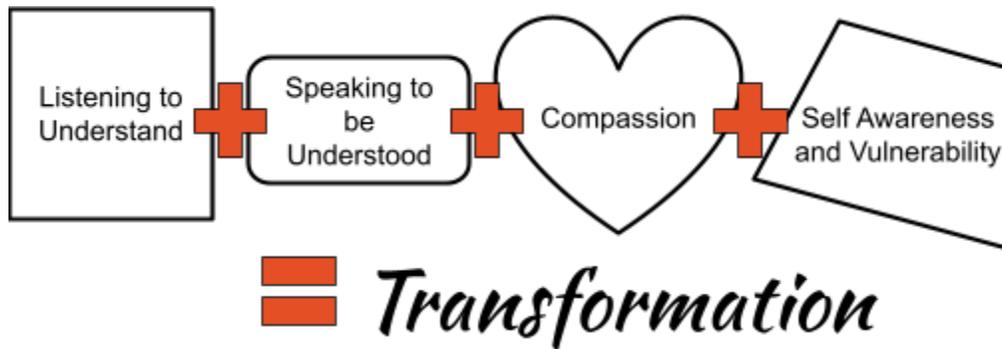
## Check-in with Yourself

- How do you **feel** about the issue/issues you want to address? (List as many feelings as applicable.)
  
- WHY do you want to have this conversation? (List all of your motivations - personal and professional, good and bad.)
  
- With which values do you want to approach the conversation? (Compassion, honesty, clarity, etc.)
  
- What emotions/feelings will you be willing to share with the other person? (A little bit of vulnerability can go a long way toward seeing each other's humanity.)
  
- How have you contributed to the issue? (Take personal accountability)
  
- What are your personal **needs** that should be addressed in the conversation?



## Have the Conversation

### Remember:



- Consider how you will frame what you have to say.

The way we frame things in the beginning of a conversation can impact whether someone will hear and absorb what we are saying. If our words trigger an emotional reaction in someone from the outset, they may not hear what we are trying to say. How can you clearly and honestly convey your thoughts, feelings, and needs without inserting animosity, shame, and punishment in your statements?

- Talk about the *issue* and *topics* you want to address, NOT the person.
- Avoid blaming, shaming, and complaining.
- Share your perspective. Speak from your own experience.
- Use “I statements”
  - I feel \_\_\_\_\_,
  - When \_\_\_\_\_,
  - Because \_\_\_\_\_,
  - What I need is \_\_\_\_\_.
- Be curious about the other person’s perspective and experience. Ask open ended questions. Don’t assume you know the answers.
- Share your needs. Ask about the other person’s needs.
- Invite shared solutions by asking “How can we address this issue together?”
- Apologize when appropriate

