

Difficult Conversation Worksheet

What is the topic?

What is the goal of the conversation?

What day will I have the conversation?

It is important to have the conversation as soon as possible (within next 3 days)

Where will I have the conversation?

Who is on my support team?

It is important to discuss and get feedback from others (i.e. manager, HR, co-worker)

1

2

3

What are the facts?

1

2

3

4

5

What steps are necessary for the employee to achieve the desired outcome?

Think about what action(s) you want to encourage

1

2

3

4

5

What tools can I provide to help the employee achieve the desired outcome?

1

2

3

4

5

When is the follow up meeting?

Checklist (Action Steps):

Discuss the conversation with my support team

Document the conversation

Schedule a follow up meeting with the employee



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