

# Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

## Managing Difficult Conversations

### Course Overview

We have so many interactions in the run of a day, it is reasonable to expect that some of them are going to be difficult. Whether these are conversations that delegates have in person or manage a virtual team and need to speak with someone in another city. There are things that delegates can do to make these conversations go smoothly.

This one-day workshop will give delegates the tools to manage difficult conversations and get the best results possible out of them.

### Course Objectives

This workshop will teach delegates how to:

- Define frame of reference.
- Establish a positive intent and a desired outcome.
- Use good communication skills during a conversation.
- Draft a script for a difficult conversation.
- Use specific steps to carry out a difficult conversation.
- Access additional resources as required.
- Maintain safety in a conversation.

### Target Audience

This course is designed for any manager, supervisor, or team leader and HR administrators.

### Prerequisite

There are no prerequisites for this course.

### Duration

- 1 Day



## Course Outline

### Choosing to Have the Conversation

Your first step in managing a difficult conversation (even if it happens suddenly) is to consider the potential outcomes and decide whether or not the conversation has enough value for you. This session will show delegates ways to consider the consequences, as well as how to explore their frame of reference, establish positive intent, and identify what they want from the conversation.

### Toolkit for Successful Conversations

Good communication skills are crucial for a successful conversation. This session will give delegates tools for managing their body language, speaking persuasively, active listening, asking questions, and using probing techniques.

### Choosing the Time and Place

This session will give delegates tips on choosing a good meeting place and time for a difficult conversation (if they have that option).

### Framework for Difficult Conversations

Next, delegates will explore a seven-step framework for difficult conversations. They will also create a template to help them plan future conversations.

### Staying Safe

In this session, delegates will learn how to handle conversations which might be a threat to their safety.

### Testing the Waters

To wrap up the course, delegates will role play a difficult conversation that they have recently encountered.

### Workshop Wrap-Up

At the end of the day, delegates will have an opportunity to ask questions and fill out an action plan.