

PREPARING FOR AN AWKWARD CONVERSATION WORKSHEET

Sometimes, we can be tempted to ignore a situation or avoid a conversation because the thought of addressing an issue is uncomfortable. Yet, it can often be the case that the situation only gets worse the longer that it remains unaddressed. This worksheet is designed to help you prepare to address an uncomfortable situation.

This is intended to be an internal document. You need not share your responses with anyone.

What is it that you would like to accomplish by addressing the situation?

Do not focus on the actions of others (I want my neighbour to stop being so noisy) and instead on what a positive outcome is for you (I would like to sleep soundly).

Stay focused on the outcome you would like and the best way to position yourself to realize it.

What makes you hesitant to bring up your concern with others involved?

It can be just as tempting to ignore what makes the situation uncomfortable as it can be to avoid taking action because of the discomfort. Acknowledge what makes the situation hard.

What about the situation might make it difficult for others involved?

Rather than embracing an "if I were you" approach, simply try to relate to what may make the situation hard for others. While you may not fully know what it is like for others, trying to understand their perspective can often go a long way.

PREPARE 2 MEDIATE

PREPARING FOR AN AWKWARD CONVERSATION WORKSHEET

How can you approach the situation in a way that will make it easier for others to address it with you?

Often, the way that we present a problem impacts how others respond to it (telling someone that they have no regard for others and a lousy taste in music may not be the best way to encourage them to turn down their stereo). Apply what you know about others involved in your issue, appreciate what you do not know and think about how you may best position yourself to accomplish your goal in addressing the situation.

What is the worst reaction that you can anticipate and how would you respond to it?

While you cannot control the actions of others, you can control how you react. Reflecting in advance on your “buttons” and how you would like to conduct yourself if they are pushed can help ensure that even in a worst case scenario, you put yourself in a better position having raised the issue rather than remaining silent about it.

What one little thing can be done to slightly improve the situation?

Think about a small step that will not resolve the problem entirely but instead make it a little bit better.

It can help to practice having an awkward conversation with a friend or in front of a mirror. Trying out different approaches in terms of how you present the problem can help you become more comfortable having the uncomfortable conversation, as well as ensure that you select the right choice of words.

Reward yourself after the discussion for trying to improve the situation!

PREPARE 2 MEDIATE