Name	Date
"DIFFICULT CONVERSATION" PREPARATION	
UNDERSTAND "WHAT HAPPENED"	
What is the problem from my point of view?	What is the problem from their point of view?
What are my relevant past experiences?	What past experiences are relevant?
FEELINGS	
How do I feel about this situation?	What might they be feeling?
What do I fear this situation says about me?	What might they think the situation says about them?
What is the true about this? and what is not?	
PURPOSE	
What is my purpose for having this conversation?	