

TOP 5 TIPS

How to manage a tricky conversation with your manager



DON'T JUST LAUNCH IN!

Ask yourself when a good time would be to have a conversation and where would the best place to have it be. A place where you won't be interrupted or overheard.



PLAN WHAT YOU ARE GOING TO SAY

Then find a trusted friend who is happy to listen and give you some honest feedback on how it lands!



PAUSE!

If it gets emotional then pause the conversation and agree another time to speak



PERMISSION TO BE COURAGEOUS

It is OK to reasonably speak your mind so give yourself permission to be courageous. There is more inside you than you dare to think!



BALANCE WHAT ISN'T WORKING WITH WHAT IS WORKING

Even in the most difficult relationships there is always something positive that you can find that works well – even if you have to dig deep!