

Workplace Conflict Conversation Prep

A private planning guide for difficult conversations, boundaries, or clarification.

1. Clarify the purpose

Are you asking for clarity, naming an impact, setting a boundary, repairing trust, or requesting a change?

2. Separate facts and interpretations

Facts are what happened. Interpretations are the meaning you made. Needs are what would help now.

3. Choose grounded language

Try: I want to understand the priority. I am finding the current timeline difficult to manage. I need clearer expectations.

4. Know when to get support first

If conflict involves harassment, safety, trauma, power imbalance, or significant distress, speak with support before proceeding.

The purpose of the conversation is:

This resource is educational and not a substitute for crisis, emergency, medical, or individualized clinical care. If there is immediate risk, seek urgent support.