# LEADING WITH COURAGE: WORKBOOK



## SHOULD I HAVE THIS CONVERSATION?

Is this a good time to take a risk and pose a challenge?

What is the intensity of this need? Does it need to be handled now or can it wait?

Am I in the right frame of mind to say something or will I become too emotional?

Is this the time for my colleague to hear this? Can he/she hear this now? Or is his/her stress level so high it wouldn't be heard?

Do I have enough information (and accurate information) about this situation?

Do I prioritise this conversation before another one?

How high are the stakes for the different parties involved?

Is this a fight worth picking?

If I speak up, who or what else will this affect? What is the ripple effect?

Are the negative effects greater than the potential gains if I choose to speak out?

How important is it for the students or staff that I bring this up?

What would happen if I didn't have the conversation?

Have I thought through enough what the real problem is so I have it well articulated myself?

Has it come up before? Is it a pattern?

Can I support my colleague through the changes I would like to see made? Do I have a game plan in mind?

Have I tried to bring it up before and what was the response?

What am I trying to accomplish and if I speak up will it move me toward or away from that goal?

Can I say what I want to say and still project acceptance of this person?

Is the person doing something that is really bugging me because it is a pet peeve of mine/a style difference or is this something that needs to change because it is affecting students/staff/the school?

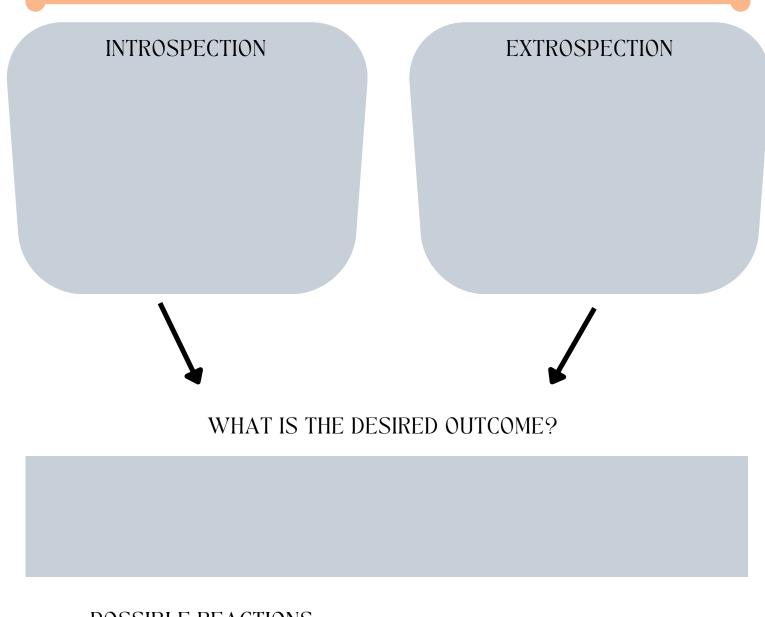
Do I model the correct behaviour I am looking for so after I say something I will know I am already walking my talk?

How do my beliefs guide me to think this way, and how might other beliefs alter my thinking?

Adapted from "Tempered Radicals" by Debra Meyerson.

# PREPARE FOR A COURAGEOUS CONVERSATION

### WHAT'S THE PROBLEM?



## POSSIBLE REACTIONS



## HAVING A COURAGEOUS CONVERSATION

#### **AKNOWLEDGEMENT**

NAME THE ISSUE I NOTICED.... STICK TO THE FACTS. AVOID JUDGEMENTS AND SPECULATION.

DESCRIBE YOUR FEELINGS IF THIS IS RELEVANT OR APPROPRIATE

DESCRIBE WHAT YOU THINK OUGHT TO CHANGE / HOW THIS ISSUE COULD BE RESOLVED CLEARLY AND SUCCINCTLY VERBALISE AS YOUR PERSPECTIVE

INVITE THE OTHER PERSON'S PERSPECTIVE THEN BE GENUINELY OPEN TO LEARNING FROM THIS

#### Key Things to Remember.

Your job is to listen once you have shared your perspective.
Don't keep talking to fill silence!

• The shorter and clearer your statements are, the sooner the person can process and give you more information that may help to resolve the issue.

Ownership Accountability Responsibility . . . . . . . . . . . . . . . . . . Blame Excuse Denial