

Challenging Conversations...

Manage Being clear about what is OK and what is not OK

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What's OK and Not OK

- It is OK to miss the meeting, it is not OK to not to read the minutes the next day
- It is OK to have your phone with you in class because your child is sick, just let me know first
- I love your willingness to help and what I'd like to see you do more of is allow the child to have a go himself.
- Its OK for you to greet and be pleasant to parents at the end of the day, it's not OK for you to share information about other students.
- Mrs Smith (parent); It is completely understandable and OK for you to be upset but it's not OK to (yell, send long emails, discipline the other child)

There are 2 main types of challenging conversations in the workplace.

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1. Improve Accountability

You're the **line manager** and the conversation is with someone who is not following process, policy or fulfilling the requirements of their job.

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2. Build or improve a *relationship* through *dialogue*

You are a colleague, peer or an employee.
The conversation is with another colleague, employee or parent who you need to *improve a relationship* with.

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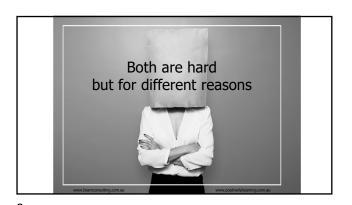
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Dialogue — Relationship Building

There's not necessarily an "expectation"

Someone's behaviour impacts you

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What are the *reasons* we avoid having these conversations?

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What are the *topics* we avoid having a conversation about with colleagues?

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We are not good at these conversations because:

- 1. We confuse accountability with dialogue
- 2. We worry about people's reactions
- 3. We are poorly skilled/trained to do points 1 $\&\,2$

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"Clear is Kind Unclear is Unkind"

- Brené Brown



Unkind is

- Talking about people rather than to them
 Giving beige feedback

- Pretending nothing is wrong Being vague with expectations Wobbly boundaries Addressing the whole group rather than the person with the

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Consequences of avoiding tough conversations

- 1. Creates a "nice" culture
- 2. Diminishes trust and engagement;
- 3. Increases in problematic behaviour,
 - passive-aggressive behaviour,
 - talking behind people's backs,
 - $\bullet \ \ \text{pervasive backchannel communication,}$

 - gossip,"dirty yes"
- 4. Decreasing performance due to a lack of clarity and shared purpose.

FAST FEEDBACK

Good feedback is:

- Fast
- Accurate your observations are best
- · Straight-forward and Solution-focussed

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FAST FEEDBACK sounds like

Thanks for ensuring the timetables were updated yesterday. That makes it much easier to start the day

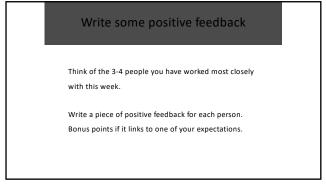
I really appreciated you giving Jack time and space to calm down before you put pressure on him

FAST FEEDBACK sounds like

One of the things I love is when you do XYZ (ie show initiative) thank you so much for doing that in music...I really appreciate it.

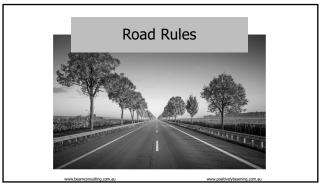
I could see that Taylor was really challenging today thanks for staying calm.

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Accountability

We are all responsible for making sure we follow agreed ways of working together

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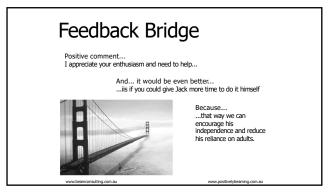


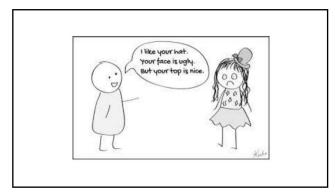
So If you are the line manager AND an expectation has been broken/breeched.

Have the conversation!

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PROTOCOL FOR ADDRESSING BELOW THE LINE BEHAVIOUR

- Organise a 1-1 meeting time within 2 days of the incident.
- Use the "I Statement" Process.
- Listen intently, be really present and try to see the other point of view
- Stay focused on win/win.
- Anyone can say 'Stop, we need to reconvene the meeting' at any time.
 You must reconvene within 2 days.
- If needed, defer part way through and seek third party support from teacher or line manager.

TIPS FOR GIVING FEEDBACK

- Clarify the goal (what is the one thing?)
- Collate accurate data
- Plan and prepare
- Provide 'fast' feedback
- Be silent then practice reflective listening
- Take responsibility, focus on the solution and acknowledge progress

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What is dialogue and how do we use it to build positive relationships?

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Dialogue Two Fundamental Beliefs

- You can't change other people. You can only change yourself.
- 2. People are doing the best that they can $% \left\{ 1\right\} =\left\{ 1\right\}$

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Are people doing the best they can?

Yes 50% 50%

Mo 50%

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At Your Best

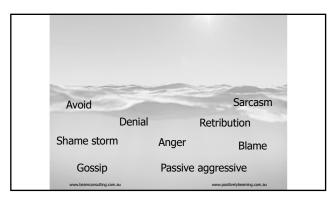
What thoughts, actions, mindsets and behaviours do you have when you are 'doing your best'?

Positive Look for solutions
Collaborative
Polite Seek the other's advice
Help others
Empathetic Do extra

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NOT At Your Best

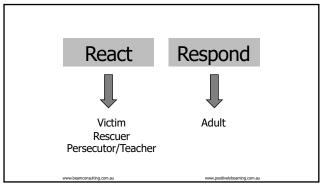
What thoughts, actions, mindsets and behaviours do you have when you are 'not at your best'?

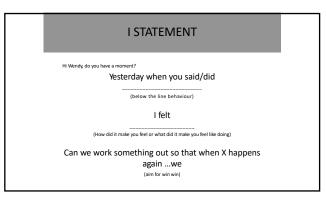


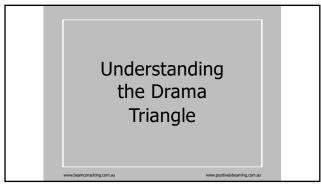
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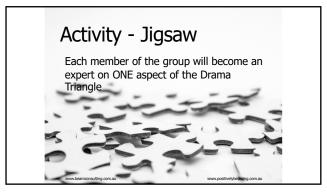






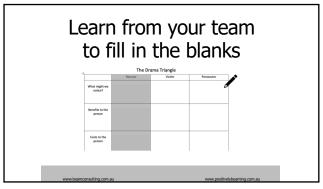






 Watch the video Take notes · Prepare to bring your expertise back to your group www.positivelybeaming.com.au/drama-triangle-

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How to stay in dialogue (adult) and out of the Drama Triangle

- 1. Notice
 - body language thoughts feelings
- go-to behaviours 2. Get comfortable with the
- uncomfortable
- Breathe
- 4. Empathy
- Ask for what you need

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- · I can see you're in a hurry and need a moment to process
- · Can you please explain that to me again?
- Can you please help me understand how I can make this better?
- I can see you are upset. What I need is for you to stop yelling.

- I understand you have a lot on your plate at home but I need you to finish those reports.
- I can see that you are anxious and I want to help you so I am going to find

who is best placed to help.

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In response to Complainers and Grizzlers

- That sounds really tough what's your next action? (works with victims)
- That sounds awful is there something specific you need me to do? (avoid being rescuer)

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For Rescuers (and that's all of us)

- Tame your advice monster
- Stay curious for one moment longer
 - > Tell me more?
 - > And what else?
 - > If it was fixed, what would be happening?

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In response to Persecutors

- · That's not how I see it
- That's not my experience
- I appreciate your advice, Ill be sure to keep that in mind.

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