**Preparation Tool for a Difficult Conversation**

Constructively Engaging in Conflict to Support Interprofessional Collaborations

When preparing to engage in a difficult conversation it is essential to prepare in advance to ensure that you understand and are able to convey your positions, assumptions and emotions. This worksheet can help you to explore/articulate what is contributing to the conflict, as well as the assumptions you are making and the emotions you are having. In addition, it provides a starting point for beginning to consider the other person’s intentions and motivations might be—an important element of constructively engaging with conflict.

**What is the conflict about?**

**Your goals for the relationship:** e.g., mutual respect, ability to handle differences well

**Your goals for the outcome:** e.g., solutions which meet interests of both parties

**Their positions & interests**

their demands and conditions; the issues that motivate them to take a position; their fears, desires, aspirations

**Your positions & interests**

your demands and conditions; the issues that motivate you to take a position; your fears, desires, aspirations

**Their perceptions of what is contributing to conflict**

**Your perceptions of what is contributing to conflict**

**Their feelings**

**Your feelings**

**What stories might they be telling themselves?**

**What stories might you be telling yourself?**