

The “Preparing for Difficult Conversations 1:1 With Your Boss” Worksheet

Goals:

How will I know if this meeting goes well?

What do I want my manager to understand or do?

What are the 1 – 3 things (maximum) that must be discussed?



Additional Notes

Preparation Checklist:

Do I need a witness to this conversation / meeting? ☐

Should this meeting be held in a “publicly viewable” location? ☐

Do I have a meeting exit strategy, if needed? ☐

Have I practiced the conversation with a trusted person? ☐

Preparation Non-Verbal:

Do I have a written or digital agenda? ☐

Have I outlined supporting facts for my key points? ☐



What triggers should I watch for (to avoid verbal issues)?

☐

What body language do I want to project?

☐

What tone do I wish to project during the discussion?

☐

Follow up:

"Meeting Minutes": who will prepare and send? What day?

What are the next steps for me?

What are the next steps for my manager?

