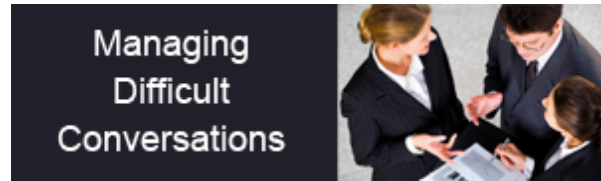


## MANAGING DIFFICULT CONVERSATIONS TRAINING

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**COURSE LENGTH: 1.0 DAYS**

All managers, team leaders, business owners and employees need to conduct difficult conversations at some time or another. Although difficult conversations cannot be avoided, they can be successfully managed to achieve the most positive outcomes.

Understanding, empathy and professional skill development are necessary qualities that help to keep you in control of difficult conversations before, during and after them; so that you can achieve the desired outcomes. Having a good understanding of your own personality type, as well as knowing how to best interact with other personality types, is a specific skill taught in the course.

This highly valuable and engaging course empowers professionals to handle difficult conversations with ease to achieve professional success and improve interactions amongst staff.

The Managing Difficult Conversations course by PD Training is now available throughout Australia including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

Please click on the Public Class tab below to view our Managing Difficult Conversations course schedule by city, or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MANAGING DIFFICULT CONVERSATIONS TRAINING COURSE OUTLINE

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### FOREWORD

Managing Difficult Conversations requires specialised knowledge and skill development, because these types of conversations can be quite challenging to manage without them. During this training course, participants develop an understanding of where, when, why and how to conduct difficult conversations.

The goal of this course is to empower professionals to be in control of a difficult conversation at all stages of the interaction, so that they can achieve the desired outcome. It is a necessary skill in the management of human resources, handling of difficult customers and team management.

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### OUTCOMES

**After completing this course, participants will have learned to:**

- ▶ Predict the results of a conversation
- ▶ Establish the intent of a conversation
- ▶ Identify the desired outcome
- ▶ Manage their body language
- ▶ Speak persuasively
- ▶ Listen actively
- ▶ Use probing techniques
- ▶ Ask the right questions at the right time
- ▶ Establish the purpose of a difficult conversation
- ▶ Create a conversation template
- ▶ Create a personalised action plan
- ▶ Use communication skills to influence and control
- ▶ Maintain safety in a conversation
- ▶ Choose an appropriate place for a conversation
- ▶ Understand and analyse the other person
- ▶ Stay in control of the conversation throughout

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### MODULES

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### Lesson 1: Introduction

- ▶ Icebreaker
- ▶ Housekeeping Items
- ▶ The Parking Lot
- ▶ Workshop Objectives

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### Lesson 2: Choosing to Have the Conversation

- ▶ Considering the Consequences
- ▶ Establishing Your Frame of Reference
- ▶ Establishing Positive Intent
- ▶ Identifying the Desired Outcome

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### Lesson 3: Toolkit for Successful Conversations

- ▶ Managing Your Body Language
- ▶ Speaking Persuasively
- ▶ Active Listening
- ▶ Asking Questions
- ▶ Probing Techniques

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### Lesson 4: Choosing the Time and Place

- ▶ Weighing urgency
- ▶ Privacy
- ▶ Consideration
- ▶ Transparency and presence of 3rd parties

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### Lesson 5: Framework for Difficult Conversations

- ▶ What's Your Purpose?
- ▶ Steps for a Difficult Conversation
- ▶ Creating a Conversation Template

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### Lesson 6: Staying Safe

- ▶ Anticipating conflict
- ▶ Mutual respect
- ▶ Common ground
- ▶ Staying in control
- ▶ When to walk away
- ▶ When things don't work

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### Lesson 7: Testing the waters

- ▶ Practice and review in class

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### Lesson 8: Wrap up

- ▶ Course review
- ▶ Action plan

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)