

**groov**

**Preparing for a conversation**

# **Seven Sweet P's Worksheet**





1st P

## Prepare

Familiarise yourself with all the relevant information; this may include: background facts, workplace policies and procedures, related legislation, and available support services.



2nd P

## Plan

Think about what you're trying to accomplish. Decide what you want to say. Anticipate how the other person may react. Consider how you'll respond. Choose a suitable time and place.



3rd P

## Practice

Run through the conversation in your head. Play through various scenarios. Try practising out loud in a place where you won't be overheard. Be ready for strong emotions and reactions.



4th P

## Poise

Speak calmly. Be kind and respectful. You may be met with unexpected emotions; don't meet anger with anger. Be okay with tears. Breathe. If things become overheated, reschedule to let emotions cool.



5th P

## Purpose

Clarify the purpose of the conversation, and keep this in mind throughout. Listen for understanding. Try to see it from their perspective. Focus on solutions. Come up with actionable next steps.



6th P

## Process

Summarise the conversation in writing. Note any action items. Debrief with a colleague or trusted friend. Then let the conversation go. Don't replay it in your head - step away.

7th P

# Purpose

Look after YOU.

Do something just for you to shake off the encounter.

Eat something delicious. Listen to great music. Read a book.

Dance, or take a run. Whatever you choose, make sure to enjoy it!

