# Questions to Ask Yourself When Preparing for Hard Conversations

<table>
<thead>
<tr>
<th>Question</th>
<th>Implications</th>
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| What’s hard about this conversation?                                     | • What is it about our relationship that makes this a hard conversation? What role does the power dynamic between us play?  
   • What role am I needing to play? Is this a coaching role? Is this a supervisory role? |
| What’s coming up for me?                                                 | • How am I feeling? How can I manage these feelings?  
   • What’s the benefit for the client, school, and students if I manage my feelings so that I can have this conversation?  
   • Is there someone else who could help me process my feelings? |
| Where is the need for this hard conversation coming from? Who wants it?  | • Did I determine that this conversation needs to happen?  
   • Is someone else asking that I have this conversation? If so, is it an appropriate conversation for me to have? Or does the hard conversation need to be with the person asking me to have a hard conversation with someone else?  
   • What data do I have that indicates the need for the hard conversation? |
| What’s the purpose for this conversation?                                | • Is the agenda coming from me?  
   • How can I connect my purpose to the client’s goals and areas for growth? |
| What do I hope the outcomes are?                                         | • Why is this a conversation worth having?  
   • What might be possible out of this conversation?  
   • What might be the best possible outcome? What could be the worst? |
| Which skills will I need to use in this conversation?                    | • Which questions will be most helpful?  
   • Would it help me to use the coaching lenses?  
   • Which coaching stances will be most helpful? |
| How will I prepare for this conversation?                                | • How will I script my questions?  
   • How will I attend to my emotions so that I can have this conversation?  
   • Who can support me? |