

Maintaining Effective Relations with your Coworkers, Colleagues, and Supervisor

Part 4 - Blue Zone Tools (application)

Have you ever had a conversation where the content was positive and yet the conversation took a bad turn? If so, consider what factors contributed to that?

How do we know when our relationship with someone else is poor, damaged, or deteriorating? What symptoms might we see?

Reflect:

If you are considering having a difficult conversation, consider the following questions:

- a. Why do you need to have this conversation?
- b. How will this conversation benefit you and the other person? Will it improve your working relationship, resolve a problem, clear up a misunderstanding, or prevent further issues?
- c. What consequences might there be if you don't have the conversation?
- d. Why do you need to have this conversation now? Will delaying it make the situation worse?
- e. Has something kept you from having this conversation earlier? What is that?

Use the second page for your notes.

Notes