FREE WORKSHEET · CONVERSATIONS

Saying It Out Loud

A conversation about the things you notice and do not say

Most of us carry things we have noticed and not said: a deadline that will not be met, a decision that looks wrong, a worry, a question we feel we should already know the answer to. The cost shows up later, when the problem is bigger and harder to fix.

Speaking up is easier when the people around you have said, out loud, how they want to hear things. This sheet helps you get there, with a team, a colleague, a partner or a client.

IF YOU NEED HELP NOW

If there is an immediate risk to life, call **999**. The Samaritans are available free, 24 hours a day, on **116 123**. In England, NHS 111 (option 2) connects to an urgent mental health service.

01

Think about it first

EXERCISE

On your own

1. Something I have noticed and not said:

2. What I think would happen if I said it, and how sure I am of that:

02

Opening question

> ASK THEM
>
> “When did you last decide not to say something? What stopped you?”

03

Going deeper

- How do we usually find out that something has gone wrong?
- What happens, in practice, when one of us admits a mistake?
- Is it easier to raise something straight away, or to wait? Why?
- How would you like me to tell you when I disagree?
- What would make it easier for either of us to say “I’m not sure”?

> IF YOU ARE STARTING IT
>
> Go first with a short, real answer: one time you held back, and why. It shows the question is safe to answer honestly.

04

What we agree

EXERCISE

Before you finish

1. How we will raise a problem early:

2. How we will respond when the other does:

3. When we will come back to it: