Having Difficult Conversations

What are difficult conversations?

In every college student’s life, situations will arise that may be hard to talk about and generally involve different perceptions of the same reality. Whether between roommate(s), friends, classmates or even family members, tackling the issues with an open, honest conversation and using some very practical

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to navigate through your problem, review these tips and use the checklist on the back

Tips: What happened?

♦ Don’t assume what happened is obvious. One’s view of events depends on past experiences, assumptions, values and information.

♦ Try to put yourself in the other persons shoes. AVOID BLAME.

♦ Ask yourself how each side came to their story of events.

♦ Ask yourself what you did that helped cause the situation.

♦ Separate intent from impact—just because you feel hurt, doesn’t mean it was intentional.

Tips: Deciding to have the conversations

♦ DON’T initiate the conversation if:
  ♦ The problem is within yourself, actions are more appropriate than words, it is not important, you just want to vent, or you just want the other person to change.

♦ DO initiate the conversation if:
  ♦ You want learn the other person’s story, to share your story, or to problem solve together.

Tips: Problem Solving

♦ Timing is often key—no one should feel caught off-guard.

♦ Keep in mind the standard of mutual caretaking; relationships that always go one way rarely last.

♦ Set ground rules first (e.g. no interrupting, yelling, personal attacks or violence).

♦ Long term focus should be on underlying needs instead of specific positions (needing more quiet time to study vs. wanting your roommate on the phone less).
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**Difficult Conversation Checklist:** Use this checklist to map out a difficult conversation. Tips below will help think through some of the steps.

**Step 1: Sort out what happened**
- Describe what happened, recognizing it is your description • Reflect on your emotions • What does this mean about your identity and about you?

**Step 2: Check your purpose and decide if you should have the conversation**
- What do you hope to accomplish? • Is the difficult conversation the best way to achieve your purpose?

**Step 3: Start from the Third Story**
- Describe the problem as the DIFFERENCE between your stories • Include both viewpoints as a valid part of the discussion • Share your purposes and goals • Invite them to join you as a partner in the conversation

**Step 4: Explore Their Story and LISTEN**
- Listen to understand their perspective • Ask questions • Acknowledge feelings behind the arguments • Share your own viewpoint • Reframe events to ensure mutual understanding

**Step 5: Problem Solving**
- Talk about keeping communications open • Invent options that meet each side’s most important concerns

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**Resources**

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<tr>
<th>University Counseling Service</th>
<th>Academic Support &amp; Retention</th>
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<tbody>
<tr>
<td>3223 Westlawn South</td>
<td>310 Calvin Hall</td>
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<tr>
<td>319-335-7294</td>
<td>319-335-1733</td>
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<tr>
<td><a href="mailto:ucs@uiowa.edu">ucs@uiowa.edu</a></td>
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<td><a href="http://counseling.studentlife.uiowa.edu/">http://counseling.studentlife.uiowa.edu/</a></td>
<td><a href="http://uc.uiowa.edu/student-success/swat">http://uc.uiowa.edu/student-success/swat</a></td>
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Works Cited:
- [www.umich.edu/~meditate/difficult%20conversations.pdf](http://www.umich.edu/~meditate/difficult%20conversations.pdf)
- [www.hr.niu.edu/serviceAreas/employeeAssistance/copingServices/usingAngerHandouts.cfm](http://www.hr.niu.edu/serviceAreas/employeeAssistance/copingServices/usingAngerHandouts.cfm)

Joyce, Cynthia. (11/1/2011. How to Have a Difficult Conversation . Lecture conducted from University of Iowa, Office of the Ombudsperson, Iowa City, IA.