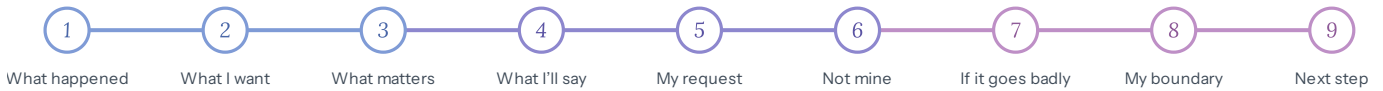


The Interpersonal Effectiveness Plan

Planning a difficult conversation, one step at a time

Name _____ Conversation with _____ Date _____

Difficult conversations go better with a little preparation. Work through the nine steps below before you talk. You don't need perfect words: the aim is to be **clear about what you want**, **kind to the relationship**, and **true to yourself**, whatever the other person does.



UNDERSTAND

Get clear before you speak

1 What happened

Just the facts, as a camera would see them. No labels or guesses.

2 What I want

The outcome I'm hoping for from this conversation.

3 What matters to me

What I most want to protect: the outcome, the relationship, my self-respect.

PREPARE

Shape what you'll say

4 What I need to say

My key message in one or two sentences, using "I".

5 What I'm willing to ask for

A clear, specific request, and where I could be flexible.

6 What I won't take responsibility for

Their feelings, reactions and choices belong to them.

PROTECT

Stay steady whatever happens

7 If they react badly, I will...

Pause, repeat my point calmly, take a break, or leave.

8 My boundary

If _____ happens, I will _____.

9 My next step

When and where I'll talk, and who can support me.

In the moment: DEAR MAN

Describe the facts

Express feelings with "I"

Assert what you want

Reinforce why it helps

stay Mindful of your goal

Appear confident

Negotiate where you can

SOURCES

Linehan, M. M. (2015). *DBT skills training manual* (2nd ed.). Guilford Press.