



# Having Hard Conversations

*Jennifer B. (Beth) Abrams*

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*Speak with clarity, confidence, and courage!*

Many educators struggle with discussing difficult issues with colleagues. This insightful book helps readers effectively lead challenging conversations with supervisees, peers, and supervisors. Emphasizing initiative and preparation as keys to a successful conversation, the author's step-by-step approach provides:

- Thought-provoking questions and first-person accounts that help build communications skills
- Advice on overcoming personal hesitation about expressing concerns
- Guidance on goal setting and choosing the best “what-where-and-when” for a productive discussion
- Sample scripts and other interactive tools to help educators prepare for the conversation and achieve positive outcomes

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