

Frustrations, concerns, challenges, and other difficulties are inevitable. This *Dialogue Guide* helps you create a safe space to discuss difficult topics in a way that's free of negativity and focused on productive solutions. The prompts listed below will first direct the sender to share an appreciation (as an initial connecting activity) and then direct the sender to describe the frustration or challenge they're experiencing, followed by their proposed solution, wish, or request.

Note: It's essential to practice Zero Negativity and share your frustration objectively. For more information, refer to our Zero Negativity (REFRAME) tips on page 16.

**Instructions:** Follow the prompts exactly as they are listed below.



The person initiating the conversation and sharing the frustration will follow all the **orange bubble** prompts aligned to the left labeled **Sender**.



The person listening, mirroring, summarizing, validating, and empathizing will follow all the **blue bubble** prompts aligned to the right labeled **Receiver**.

# 1 - MAKE AN APPOINTMENT

Is now a good time to talk about a frustration/challenge I am experiencing?



Yes, it is.

Connect Non-Verbally:

Make eye contact and take a breath before beginning the dialogue.

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# 2 - SHARE & MIRROR

## **Begin with Appreciation**

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First, I'd like to share an appreciation with you. I appreciate that you \_\_\_\_.

# er Receiver:

If you get overloaded at any point in the dialogue, raise your hand and say: "Let me try to mirror you back so far."

# Mirrors and Checks for Accuracy

If I got that, you appreciate that I \_\_\_.

Did I get it?

### **Verifies Accuracy**



- or -

The part you got was \_\_\_, and I also said \_\_\_.

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#### Receiver:

Continue to mirror the sender until the sender confirms you "got it."

Thank you for sharing your appreciation.



Thanks for receiving it.



#### **Shares Frustration**

Now, I'd like to discuss a frustration/challenge I'm experiencing. That frustration/challenge is \_\_\_\_.



Sender

# Mirrors and Checks for Accuracy

If I got that, the frustration/challenge you're experiencing is \_\_\_. Did I get it?

# **Verifies Accuracy**

Yes, you got it.

- or -

The part you got was \_\_\_, and I also said \_\_\_.



### Receiver:

Continue to mirror the sender until the sender confirms you "got it."

Is there more about that frustration/challenge?



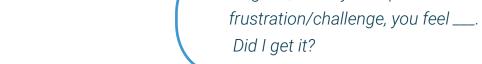
# Shares Feelings/Impact

Yes, the more is when I experience this frustration/challenge, I feel \_\_\_\_.



### Mirrors and Checks for Accuracy

If I got it, when you experience this Did I get it?





# **Verifies Accuracy**

Yes, you got it.

- or -

The part you got was \_\_\_, and I also said \_\_\_.



**Shows Curiosity** 

Is there more?



# **Connects Current Frustration to Past Experience** Yes, when I feel \_\_\_, it reminds me of \_\_\_ (past experience). Mirrors and Checks for Accuracy If I got it, it reminds you of \_\_\_\_. Did I get it? **Verifies Accuracy** Yes, you got it. The part you got was \_\_\_, and I also said \_\_\_. **Shows Curiosity** Is there more? Shares Wish/Request/Solution I'd like to share my wish/request/solution, which is . Mirrors and Checks for Accuracy If I got it, your wish/request/solution is \_\_\_\_. Did I get it? **Verifies Accuracy** Yes, you got it. - or -The part you got was \_\_\_\_, and I also said \_\_\_\_. **Shows Curiosity** Is there more? Receiver: Continue to mirror the sender until the sender confirms there is "no more."

# 3 - SUMMARIZE

#### **Summarizes**

Let me see if I got it all.

The frustration/challenge you are experiencing is \_\_\_\_.

It makes you feel \_\_\_, and it reminds you of \_\_\_ (past experience).

You shared a wish/request/solution, which is \_\_\_\_.

# **Checks for Accuracy**

Receiv

Is that a good summary? Did I get it all?

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# Verifies Accuracy

Yes, you got it.

- or -

The part you got was \_\_\_, and I also said \_\_\_.



#### Receiver:

Continue to mirror the sender if a part was missed.

# 4 - VALIDATE

#### **Validates**

Well, that makes sense! It makes sense that the frustration/challenge you're experiencing makes you feel \_\_\_\_ because it reminds you of \_\_\_\_.

#### **Checks for Accuracy**

)))C\_\_\_ Receiver

I want to validate you. Is that a good validation?

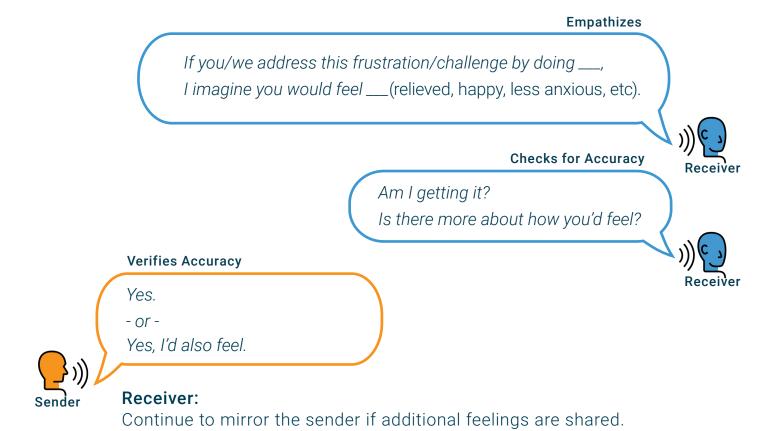


### **Verifies Accuracy**

Yes, that's a good validation.



# 5 - EMPATHIZE



# 6 - CLOSE



If appropriate, discuss the next steps. See the next page for instructions.

If there are no next steps to discuss, conclude the dialogue with a handshake, high five, or other connecting activity.

# **OPTIONAL-DISCUSS NEXT STEPS**

Would now be a good time to discuss our next steps?



Yes, now is a good time.



# Receiver:

If now is NOT a good time, make an appointment with the sender to discuss next steps later.

### Sender and Receiver:

As you discuss the next steps, mirror each other using the mirroring sentence stems (If I got that, you said \_\_\_. Did I get it? Is there more?).

After you've finished discussing the next steps, give each other a handshake, high five, or other connecting activity to conclude the dialogue.