



## Leader Professional Development Kits

### LPD Summary

This session provides an overview of how to manage difficult conversations with subordinates, peers, and senior leaders.

### Learning Objectives

- Identify the importance of having difficult conversations.
- Discuss strategies for managing difficult conversations.

### Materials Recommended

- Facilitator Guide
- PowerPoint Slides
- Participant Packet
- PC Computer or Laptop
- Projector, screen, & A/V cables
- Markers & paper or white board

### Let's Connect!

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# Managing Difficult Conversations



**PREPARATION:**  
60 MIN

**DELIVERY:**  
40 MIN

**AUDIENCE:**  
All Army Leaders



# Step-by-Step Instructions for Delivering This LPD Session



## 1. Schedule

- Schedule the LPD session.
- Reserve space and equipment.
- Coordinate support roles.



## 2. Prepare

- Study the Facilitator Guide and materials.
- Tailor the presentation for your unit as needed.
- Print out participant packets.



## 3. Deliver

- Prepare the room.
- Deliver the session using the Facilitator Guide, PPT slides, and handouts provided.



## 4. Group Discussion

- Ask tough questions.
- Discuss how information can be applied to your unit/team/organization.
- Determine what actions leaders will take to make improvements.