






Having a Difficult Conversation with your Supervisor

-  **Be prepared** – Reflect on what you have been experiencing and what it is you would like to discuss: What is the issue? What are the facts? To gain this perspective, you will need to take a step back and look at the issue from a neutral perspective. What does the solution look like to you? Anticipate how your supervisor may react and then how would you react? Perhaps practice having the conversation with a family member or friend.
-  **Initiate a conversation** – Set up a meeting with your supervisor to have a discussion at a time that works for both of you. It's important not to spring a conversation on your supervisor unexpectedly.
-  **Bring evidence** – Explain the situation and context. Provide your supervisor with facts on what you are experiencing. Ask for their feedback. Listen to your supervisor and be open-minded to what they have to say.
-  **Remain calm** – It's important not to get too emotional. Be honest and truthful about what you are experiencing and how you are feeling. Speak with integrity and say only what you mean. Avoid an aggressive or accusatory tone
-  **Come to a resolution** – Arrive at a mutual understanding. Summarize what was agreed on, what was disagreed on and any action items. Send an email with a summary afterwards. Set up a follow-up meeting if necessary.

