

COMMUNICATING WITH TRUTH AND TACT

A Leaders for Leaders Masterclass

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BREAKOUT #1

- Recently, **which quadrant** have you been spending the most time in? Use an example to explain.
- What is something you can **start**, **stop** or **continue** doing to spend more time in quadrant 4?



BREAKOUT #2

- When was the last time you needed to use your **assertiveness**?
- Do you feel you came across as **passive**, **aggressive** or **assertive**? Explain.
- **BONUS:** what can/should you try from the Assertiveness Action Plan?



ASSERTIVENESS ACTION PLAN

If you're passive:

- Prepare by visualizing scenarios so you can practice how the conversation might go
- Weigh out the cost/benefit of having (or not having) the conversation
- Breathe- to help anxiety and to allow you to focus

If you're aggressive:

- Discipline yourself to not speak first or last
- Have open-ended questions ready to ask others
- Assume there is wisdom in 'resistance'

COMMUNICATION TIPS

Before speaking up, always ask yourself these three questions:

1. Do you mean it?

- Is this thing something I actually believe? Or am I just wanting others to hear my voice or be a contrarian?

2. Can you defend it?

- Being the challenger, I also have to be okay with being questioned and prodded. My ideas need to be explored deeper. Can I stand in it and justify it? Do I have receipts?

3. Can you say it thoughtfully or with love?

- Is my intention good here?

Credit: Luvvie Ajayi Jones

NEXT STEPS

01 KEEP LEARNING
SLIDES & RESOURCES

02 STAY CONNECTED
NEWSLETTER & SOCIAL MEDIA

03 HELP US GET BETTER
SHARE YOUR FEEDBACK



Personal Action Plan

Commit to one small step today.

Main point to remember from today's masterclass:

What can I **start**, **stop**, or **continue** doing in the next week to put my learning into action?

☒ Start

☐ Stop

☐ Continue

Who can support me and help me stay accountable to this learning commitment?



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