

GIVIN' IT, TAKIN' IT, AND WORKIN' IT OUT

WORKIN' IT OUT

Find a good time and place to talk.

Stay calm.

1. Tell the person what you want (your resolution).
2. Listen to the response.
If the person does not agree:
3. Ask what he/she thinks the resolution should be.
If you don't agree:
4. Brainstorm and then evaluate other solutions.
5. Repeat the process until you reach an agreement.



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GIVIN' IT

Find a good time and place to talk.

Stay calm.

1. Ask the person if you can talk to him or her.
2. Say something positive, if you can.
3. A. Tell the person what's on your mind and how you feel.
(I feel _____ when you _____)
- B. Tell the person what you need from him or her.
(I would like _____)
4. Ask the person if he or she understands and how he/she feels about it.
(Be ready to take it, and work it out.)
5. Thank the person for listening, if possible.



GIVIN' IT, TAKIN' IT, AND WORKIN' IT OUT

TAKIN' IT

Find a good time and place to talk.

Stay calm.

1. Listen to what the other person has to say.
2. Ask for clarification if you don't understand or need more information.
3. Ask what the person wants you to do.
4. Tell the person you understand and agree/apologize or:
5. Ask if you can tell your side.
(Be ready to give it and work it out.)

