

# LEADER'S POST-CONVERSATION REFLECTION GUIDE

## Instructions

Use this reflection guide within 24 hours of your tough conversation. Take time to consider each question deeply. Focus on learning and improvement rather than judgment.

## Core Reflection Questions

### 1. Preparation & Approach

*How well did I prepare for this conversation, and what impact did that preparation have?*

What worked well:

What I'd do differently:

### 2. Emotional Awareness

*How effectively did I manage both their emotions and my own?*

Their emotional state:

My emotional state:

Key moments of tension:

### 3. Behaviour Focus

*Did I maintain focus on specific behaviours rather than traits or personality?*

Behaviours discussed:

Times I may have strayed

into traits:

### 4. Communication Effectiveness

*How well did I use the different points of communication?*

Points used:

Effectiveness:

Missed opportunities:

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## 5. Psychological Safety

*Did I maintain an environment where they felt safe to be honest?*

Safety indicators:

Areas of concern:

## 6. Next Steps Clarity

*How clear were the agreed actions and follow-up plan?*

Specific commitments made:

Timeline established:

Follow-up plan:

## 7. Personal Impact

What did this conversation teach me about myself as a leader?

Key insights:

Growth areas:

## 8. Relationship Impact

How has this conversation affected our working relationship?

Current state:

Future considerations:

## 9. Moving Forward

What specific actions will I take to improve my approach next time?

Skills to develop:

Resources needed:

Support to seek:

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## Action Planning

Based on these reflections, I will:

Start doing / Stop doing / Continue doing

## Follow-up Timeline

Next check-in date: \_\_\_\_\_

Key milestones to monitor: \_\_\_\_\_

Support mechanisms to put in place: \_\_\_\_\_

*Remember: Every tough conversation is an opportunity for growth.*