Collaborative Conversations:

A Leader's Guide to Putting Powerful Phrases into Action

The definitive companion guide to Powerful Phrases for Dealing with Workplace Conflict

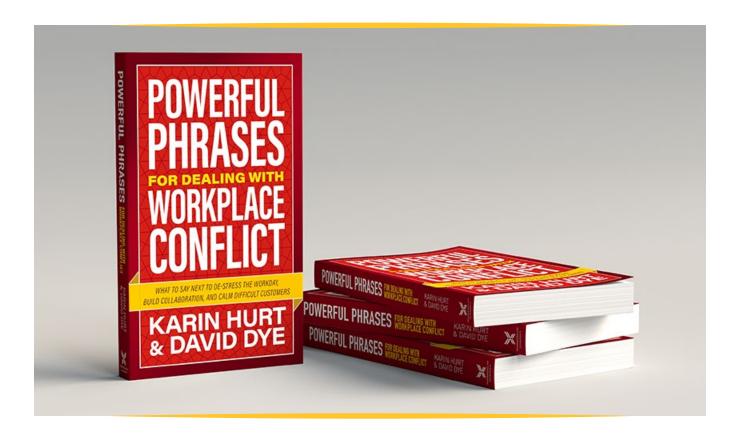


This carefully curated roadmap gives you easyto-facilitate conversation starters, teambuilding activities, and dynamic role plays to build more confident, collaborative, and HAPPIER teams.

Bulk Orders & Signed Copies of Powerful Phrases

Powerful Phrases is available in bulk discounts through Book Pal and Porchlight Books.

If you're interested in signed copies for your team or event, drop us a note at info@letsgrowleaders.com and we'll work with you to make it happen.



ABOUT THE AUTHORS

Karin Hurt and David Dye help human-centered leaders find clarity in uncertainty, drive innovation, and achieve breakthrough results. As CEO and President of Let's Grow Leaders, they are known for developing practical tools and leadership development programs that stick. They've worked with leaders on every continent (except Antarctica) through their leadership development programs, innovation and culture change initiatives, and keynote addresses. They are the award-winning authors of six books including Courageous Cultures: How to Build Teams of Micro-Innovators, Problem Solvers and Customer Advocates and the creators of the SynergyStack™.

A Note from Karin and David:

It's not what you know about conflict and collaboration that makes you a better teammate, it's what you do with what you know. We want to make it easier for you and your team to make important progress together.

We've designed this Collaborative Conversations guide as a conversation starter, a bridge builder, and a facilitation toolkit all rolled into one. You can use it to read the book as a team (book-group style) or pick a few of the activities to incorporate into a team offsite or teambuilding activity. Look to the Group Planning Templates to create a meeting schedule or agenda based on the timeline and topics you prefer.

We would love to hear how you're using *Powerful Phrases* and this Collaborative Conversations companion guide and to answer any questions that come up. You can also help spread the word and celebrate your progress by sharing pictures of your team reading *Powerful Phrases* together or doing the activities. We're curating a gallery of pictures in our Workplace Conflict and Collaboration Resource Center, and we'd love to add yours. Send them to us through the Resource Center, or drop us a note at info@letsgrowleaders.com.



POWERFUL PHRASES

WORKPLACE CONFLICT AND COLLABORATION RESOURCE CENTER

www.ConflictPhrases.com







DAVID DYE



PS: We would also be very grateful if you would help us spread the word about *Powerful Phrases* for Dealing with Workplace Conflict by leaving a review on Amazon or Goodreads, or sharing on your favorite social media platform with #ConflictPhrases or #GOATCitings hashtags.

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PART 1: BOOK GROUP DISCUSSION QUESTIONS

These discussion questions can help guide your conversation.

Of course, there are more questions here than you probably need. Pick the ones that feel right for you. We've grouped them to align with the sections of the book to make it easy to read and discuss *Powerful Phrases* in a series of conversations.



Getting Started

Section I of Powerful Phrases



Recommended Time: 30 - 60 Minutes



3-6 Questions

Here are a few questions to set your team up for success as you begin reading *Powerful Phrases* together.

- 1. What are our primary goals for reading *Powerful Phrases* together as a team?
- 2. How do we currently handle conflict within our team, and what approaches would we like to change or improve?
- 3. In what ways can we support each other in applying the principles and phrases from the book in our daily interactions?
- 4. How can we ensure that the principles we learn live on in our team culture after we finish the book?
- 5. Are there specific areas of conflict or communication we should focus on as a team?
- 6. What commitments are we ready to make to each other about fully participating and being present during our book group sessions?



The New World of Work

Sections II & III of Powerful Phrases



Recommended Time: 30 - 60 Minutes



3 - 6 Questions

These discussion questions give you an opportunity to reflect on the research that grounds *Powerful Phrases* and to reflect on how it relates to your experiences.

- 1. The World Workplace Conflict and Collaboration Survey (WWCCS) found that 70% of respondents are experiencing the same or more conflict at work. As a team, where do we see ourselves in this statistic, and what can our collective experiences teach us about navigating conflict?
- 2. Think about one of the big conflicts you've had in your career. What advice would you give your former self if you faced this conflict again?
- 3. "Struggle with" instead of "struggle against" this is a powerful concept from Nate Regier in the first expert insight in *Powerful Phrases*. How can we, as a team, embody this spirit of mutual struggle to enhance our collaboration?
- 4. Change is inevitable and often leads to conflict. Reflect on a big shift our team has gone through. How did we handle the conflicts that arose? What can we learn from those experiences that will help us navigate future change?
- 5. An encouraging finding from the WWCCS shows improved communication can lead to less conflict. Let's reflect on this as a team and share communication successes we've had, as well as areas where we could still grow.
- 6. Karin and David introduce 4 Dimensions of Productive Conflict (Connection, Clarity, Curiosity, Commitment). Which of these dimensions do we do best on this team? Which is our biggest struggle? Which dimension do we want to prioritize as we continue our journey working through *Powerful Phrases*?

The Four Dimensions of Constructive Conflict

No matter what conflict you face, four dimensions make it more productive/ less destructive.



Connection

Do we know one another as human beings?



Clarity

Do we have a shared understanding of success?



Curiosit

Are we genuinely interested in other perspectives and what's possible?



Commitment

Do we have a clear agreement?

Tackling Tricky Workplace Situations

Recommended Time: 30 Minutes



3 Questions

Section IV of Powerful Phrases

A good way to guide the conversation for this section is to have everyone pick their favorite chapter and answer these questions:

- 1. Why do you think this chapter is particularly important or relevant for you (or this team)?
- 2. What's one tip (or powerful phrase) you think is most helpful? Why?
- 3. If you were to add to this chapter, what additional insights would you include?

Communicating with Difficult People Section V of Powerful Phrases



Recommended Time: 30 Minutes



Questions or Team Exercise

Throughout this book, we've been hearing "expert insights" from authors and executives. A fun way to facilitate conversations for these two sections is to have each team member pick a chapter describing a "difficult" person and craft their own "expert insight" for the team.

These prompts can help:

- 1. What chapter did you choose?
- 2. What is the expert insight you would offer?
- 3. How did you gain this expertise? Tell us about a time you faced a similar situation. How did you address it? What was the outcome?
- 4. What advice would you have for someone dealing with a difficult person like this?
- 5. What is one of your favorite go-to phrases to foster collaboration when working with someone like this?

PART 2: TRAINING & TEAMBUILDING ACTIVITIES

Activity 1: Craft Your Own Conflict Cocktails

PURPOSE: This activity aims to allow team members to recognize and articulate complex conflict situations they encounter in their work environment by creating their own "conflict cocktails."

These metaphoric cocktails will serve as a catalyst for discussion on navigating and resolving these intricate conflicts.

MATERIALS NEEDED:

- Flip chart or whiteboard (for virtual teams, a shared digital document or whiteboard app).
- · Markers or digital writing tools.



Recommended Time: 60 Minutes



7 Steps



INSTRUCTIONS:

- 1. **Introduction (5 minutes)**: Begin with a brief overview of the 'conflict cocktails' concept from Powerful Phrases for Dealing with Workplace Conflict. Explain how combining different conflict ingredients can create a challenging mix, just like in the examples provided by Karin and David (see Appendix).
- 2. **Individual Reflection (10 minutes)**: Ask each team member to reflect on their own experiences and jot down answers to the following prompts on their notepad:
 - · Identify the 'ingredients' of conflicts you regularly encounter
 - Think about the situations, behaviors, or systemic issues that contribute to these challenges.
 - Consider how these ingredients interact and compound the difficulty of the situation.

- 3. **Mixing Your Conflict Cocktail (10 minutes)**: Instruct team members to create their unique conflict cocktail using the ingredients they've identified. They should give it a creative name that captures the essence of the conflict and briefly describe its components. For example:
 - · Name: "Deadline Daiquiri"
 - · Ingredients: Last-minute changes, unclear priorities, high expectations.
 - Description: A blend of urgent tasks stirred with a dash of ambiguity and topped with the pressure of perfection.
- 4. **Gallery Walk [Virtual: Screen Sharing] (10 minutes)**: Have each team member present their conflict cocktail, writing the name and ingredients on the flip chart or sharing their screen. Encourage others to ask questions or offer insights into similar experiences they've had.
- 5. **Group Discussion (10 minutes)**: Open the floor for a group discussion. Explore questions such as:
 - · What common ingredients do we see in our conflict cocktails?
 - How do these cocktails affect our work atmosphere and individual well-being?
 - What strategies from Powerful Phrases could we use to 'sober up' from these cocktails?
- 6. **Developing a Menu of Solutions (10 minutes)**: As a team, work on creating a 'menu' of potential solutions for the conflict cocktails presented. Encourage creative and collaborative problem-solving, drawing inspiration from the book. Write these solutions next to the respective cocktails on the flip chart.
- 7. Wrap-Up (5 minutes): Conclude the activity by summarizing the key points discussed and the solutions generated. Emphasize the value of understanding and addressing the complexities of workplace conflict. Encourage team members to implement the discussed solutions and to continue the conversation beyond the session.

OUTCOME: By the end of the activity, team members will have a clearer understanding of the specific conflict challenges within their work environment and a set of potential strategies to navigate them. This exercise also fosters team bonding and a collective approach to problem-solving.

Activity 2: Reflective Phrase Mapping



Recommended Time: 60 Minutes



6 Steps

PURPOSE: To enable team members to internalize and apply the Greatest of All Time (GOAT) Powerful Phrases to their own experiences with workplace conflict, helping to foster a culture of effective communication and mutual understanding.

MATERIALS NEEDED:

- Copies of the Twelve GOAT Powerful Phrases Job Aid for each team member (see Appendix)
- · Notepads and pens for personal reflections.
- Large sheets of paper or a whiteboard for group work (for virtual teams, use a collaborative document or whiteboard app).

INSTRUCTIONS:

- 1. **Introduction (5 minutes)**: Introduce the Twelve GOAT Powerful Phrases to the group, emphasizing their role in facilitating constructive dialogue and resolving conflicts.
- 2. Individual Reflection (10 minutes): Each team member reflects on past conflicts they have experienced or witnessed in the workplace. They should then select a phrase from the GOAT list they believe could have positively impacted the outcome of that conflict. Encourage them to write a brief reflection on how the phrase could have been implemented and its potential effect.
- 3. **Group Dialogue (20 minutes)**: Facilitate a discussion exploring how these phrases could have been used in past conflicts as well as be adapted to the team's future conflicts.
- 4. **Commitment Cards (10 minutes)**: Each team member writes down on a notepad one GOAT phrase they commit to using in future conflicts. They should also note a specific situation where they can foresee its application.
- 5. **Sharing Commitments (10 minutes)**: Team members share their commitments with the group. This accountability step helps to solidify their intention to use the GOAT phrases constructively.
- 6. **Wrap-Up (5 minutes)**: Conclude the session by summarizing the key insights and commitments made.

OUTCOME: Team members will have personalized tools for conflict resolution and a collective understanding of how to apply these powerful phrases in real-world scenarios. The activity also creates a supportive environment that values open communication and continuous improvement.

Activity 3: GOAT Citings



Recommended Time: 30 Minutes



5 Steps

PURPOSE: To enable team members to internalize and apply the Greatest of All Time (GOAT) Powerful Phrases to their own experiences with workplace conflict, helping to foster a culture of effective communication and mutual understanding.

INSTRUCTIONS:

 Choose Your Goat Avatar: Begin by selecting an image of a goat from the options provided in the appendix of this guide. This image will serve as the backdrop for your powerful phrase. Of course, if you find your own favorite goat pic (or draw one of your own) you can use that too.



- 2. **Choose Your Dimension**: Select which of the 4 C's Dimensions your phrase represents (circle the dimension).
- 3. **Craft Your Phrase**: Reflect on the GOAT Powerful Phrases and create your own. This phrase should be succinct, memorable, and encapsulate a principle or insight that you believe is the "greatest of all time" (GOAT) in dealing with workplace conflict.
- 4. **Write It Down**: Using a marker or digital tool, write your powerful phrase onto the space provided in the goat picture.
- 5. **Share and Discuss**: Present your GOAT picture and your powerful phrase with the team and discuss. Engage with your colleagues' choices, explore the reasons behind their selections, and consider how these phrases can be integrated into daily workplace communication.

BONUS FUN:

SHOW OFF YOUR GOAT GENIUS by submitting your GOAT Citing pictures and phrases for possible inclusion in our gallery (email us at: info@letsgrowleaders.com), and/or share on social media using #GOATCitings and #ConflictPhrases hashtags.

PART 3: ROLE PLAY SCENARIOS

Welcome to the role play scenarios section of Collaborative Conversations. The purpose of these scenarios is to provide you with a dynamic and interactive way to practice the concepts and techniques presented in the book.

Here's how to get the most out of them:

- 1. Pair Up: Each scenario requires two participants.
- 2. **Set the Scene**: Begin by reading the participant background information provided for each character. This will give you context and help you understand the motivations and constraints of the roles you're about to assume.
- 3. **Practice the Phrases**: Start a discussion based on the character description you read. Use a suggested phrase from the book as soon as possible in the conversation. As you get more comfortable, try improvising and coming up with your own powerful phrases that fit the situation.
- 4. **Switch Roles**: After you've gone through the scenario, switch roles and try it from the other perspective. This will help you understand the dynamics from both sides and enhance your empathy and communication skills.
- 5. **Debrief**: After each role play, take the time to discuss what you've learned. This reflection is key to internalizing the lessons:
 - · What phrases felt most effective?
 - · What did you learn from switching roles?
 - · What might you say differently if you were in a similar situation?

By engaging with these scenarios, you will not only deepen your understanding of workplace dynamics, but also enhance your ability to navigate them with confidence and grace.

SCENARIOS:

SCENARIO 1:	SCENARIO 2:	SCENARIO 3:
How to Say No	Credit Stealer	Overwhelmed
(30 minutes)	(30 minutes)	(30 minutes)
 The Shortcut Suggestion The "It Won't Take Long" Misconception The Out of Hours Messenger 	The Forgotten ArchitectThe Echoed IdeaThe Shadow Player	The Email AvalancheThe Overwhelmed OptimizerThe Creative Block

HOW TO SAY NO SCENARIOS

Scenario 1: The Shortcut Suggestion



Recommended Time: 30 Minutes



2 Participants

PARTICIPANT A (THE INTEGRITY ADVOCATE):

Background: You're a project manager who has just been approached by a peer with a "creative" shortcut for meeting a project deadline. The suggestion, however, involves using confidential information inappropriately. You need to address the ethical breach while reinforcing the company's values. It's a little tricky, because you're not their boss.

PARTICIPANT B (THE EXPEDIENT EMPLOYEE):

Background: Under pressure to deliver, you've come up with a plan that could cut corners and expedite project completion. Unaware of the ethical implications, you present it to your project manager, thinking you're about to be the hero.



Scenario 2:

The "It Won't Take Long" Misconception



Recommended Time: 30 Minutes



2 Participants

PARTICIPANT A (THE OPTIMISTIC DELEGATOR)

Background: You've just had a brilliant idea for a new initiative that could be great for the company. In your excitement, you rush to delegate tasks for this new project to your team, assuming it won't add much to their workload.

PARTICIPANT B (THE REALISTIC PROJECT MANAGER)

Background: You're already swamped with a critical product launch that's been months in the making. Your boss comes in with a "small favor" that's anything but small. You're clutching your project timeline like a lifeline at this point.

Scenario 3: The Out-of-Hours Messenger



Recommended Time: **30 Minutes**



2 Participants

PARTICIPANT A (THE NIGHT OWL):

Background: You find peace and quiet only late at night, so this is when you catch up on work. You send out emails and Slack messages with ideas and tasks without considering the late hour, expecting responses first thing in the morning.

PARTICIPANT B (THE EARLY BIRD):

Background: Your day starts with sunrise yoga followed by a deep dive into work. Waking up to a flood of nocturnal messages from a colleague has you feeling pressured to start your workday in the middle of the night.

DEALING WITH A CREDIT STEALER SCENARIOS

Scenario 1: The Forgotten Architect



Recommended Time: 30 Minutes



2 Participants

PARTICIPANT A (THE OVERLOOKED EMPLOYEE):

Background: You and your team have been working on a high-profile project. You're the one who conceptualized and executed the project's most innovative aspects. Recently, you spent a weekend troubleshooting a critical issue that saved the project. In the company offsite, your boss, who thinks pivot tables are a dance move, effusively takes all the credit. You're left doodling "recognition" in the margins of your notebook.

PARTICIPANT B (THE OVERSTRETCHED BOSS):

Background: You're juggling multiple projects and sometimes struggle to keep track of who is doing what. It's been a tough couple of years, and results have not been great. You're so relieved that the team finally has a win to celebrate.





Recommended Time: 30 Minutes



2 Participants

PARTICIPANT A (THE ORIGINAL IDEA CREATOR):

Background: You're the silent thinker of the team. You know your next idea is a game-changer, so you've blocked tomorrow afternoon to really think it through before bringing it to your boss. You casually mention what you're working on to your colleague to get their perspective. Then, this afternoon, during a brainstorming session, you hear your idea repeated verbatim by the colleague you shared it with. The boss thinks "his" idea is brilliant and told him to run with it and come back tomorrow.

PARTICIPANT B (THE SMOOTH TALKER):

Background: It's not your fault if your introverted colleagues move too slow. You don't have time to wait for all the details: you're a go-getter with a reputation for getting stuff done.

Scenario 3: The Shadow Player



Recommended Time: 30 Minutes



2 Participants

PARTICIPANT A (THE UNRECOGNIZED TEAM MEMBER)::

Background: You're the team's problem solver, often staying late to ensure everything runs smoothly. But you're not one for the limelight. At the project's success party, your contributions go unmentioned by the team lead who is more focused on the more vocal team members.

PARTICIPANT B (THE OVERBURDENED TEAM LEAD):

Background: With your attention split between multiple tasks, you sometimes lose track of individual contributions. Plus, who cares who gets the credit as long as the team gets results.

FEELING OVERWHELMED SCENARIOS

Scenario 1: The Email Avalanche



Recommended Time: 30 Minutes



2 Participants

PARTICIPANT A (THE INBOX-CLOGGED COLLEAGUE):

Background: Your email notifications are popping up faster than you can read them, and each one seems to demand immediate attention. The overwhelm is real, and you're considering building an igloo out of sticky notes to hide in. It's time to have a chat with your teammates about inbox management.

PARTICIPANT B (THE OVERWHELMED TEAMMATE):

Background: Things move fast around here, and you need updates to make decisions. You expect your teammates to be responsive to your emails and get frustrated when they don't prioritize your important work.





Recommended Time: 30 Minutes



2 Participants

PARTICIPANT A (THE OVERWHELMED AUTOMATOR):

Background: In an effort to manage an overwhelming workload, you've turned to artificial intelligence (AI) to handle tasks ranging from data analysis to drafting emails. But in your rush to offload your to-do list, you've skipped double-checking the AI's work, leading to a growing pile of mistakes that's starting to get noticed.

PARTICIPANT B (THE DILIGENT DIRECTOR):

Background: You're a proponent of integrating AI to streamline operations, yet you've become aware that one of your team members has been submitting work that lacks the usual polish. It's clear they're struggling under the weight of their workload and are cutting corners to keep up.

Scenario 3: The Creative Block



Recommended Time: 30 Minutes



2 Participants

PARTICIPANT A (THE PRESSURED PERFORMER):

Background: Normally creativity is your superpower, but the current workload has left you feeling more like a robot than an innovator. You need to discuss how to regain space for creativity without compromising productivity with your manager.

PARTICIPANT B (THE FRUSTRATED MANAGER)

Background: You hired this employee for their track record of innovation and creative thinking. Lately, you're wondering if you've made the wrong choice. Their work feels stale, and they seem to be recycling old ideas. Your customer requires unique solutions.

PART 4: GROUP PLANNING TIPS

GETTING THE GROUP STARTED

Leading a book-club style discussion with your team is an excellent way to put the powerful phrases into action. We understand your time may be limited so we've provided a flexible set of tools to create your own discussion plan. Your book group or discussions can be tailored to fit your needs, especially if you want to:

- · Start a book group that meets over time.
- · Ask your team to read the book and discuss at one group meeting.
- · Kick off a larger training initiative using the book as part of your sessions.
- · Use *Powerful Phrases* and this guide as a one-on-one coaching tool.

You'll notice we've provided a recommended time frame for each discussion and team activity. You can pick and choose which activities suit your needs and create as many meetings as you deem necessary. Here's a summary of those sections by recommended time to create your own custom schedule:

Book Group Discussions

	Getting Started with Powerful Phrases: Section I	.30-60 minutes
	Discuss The New World of Work: Sections II & III	.30-60 minutes
	Discuss Tackling Tricky Workplace Situations: Section IV	.30-60 minutes
•	Discuss Communicating with Difficult People: Section V	.30-60 minutes

Training & Teambuilding Activities

•	Craft Your Own Conflict Cocktails	60 minutes
•	Reflective Phrase Mapping	60 minutes
•	GOAT Citings	30 minutes

Role Play Scenarios

•	How to Say No Scenarios	30 minutes
•	Dealing with a Credit Stealer Scenarios	30 minutes
	Feeling Overwhelmed Scenarios	30 minutes

Training Support

If you would like assistance in planning your team discussions, a resource to help you develop a customized training, or want to launch a larger initiative, we are here for you. Please email us at info@letsgrowleaders.com to connect.

Planning & Communications Templates

In the Powerful Phrases resource center, we have included sample email templates and meeting schedules to make establishing your book club or discussion plan even easier. From a one-time meeting agenda, a 4-week group, or a longer 8-week group, the Book Group Planning templates will help you plan for the timeframe that works best for you and your team. NOTE: These templates are just a suggested starting point to assist you in communicating with your team and launching a successful group. Please edit as you see fit!

Book Group Discussion Planning Templates



POWERFUL PHRASES

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APPENDIX: CONFLICT COCKTAILS HANDOUT









APPENDIX: GOAT POWERFUL PHRASES JOB AID



APPENDIX: GOAT CITINGS TEMPLATES

Use the following 12 templates to create your own Greatest of All Time GOAT Powerful Phrase.

Dimension











Share on your favorite social media platform with **#PowerfulPhrases** or **#GOATCitings**

Dimension











Dimension











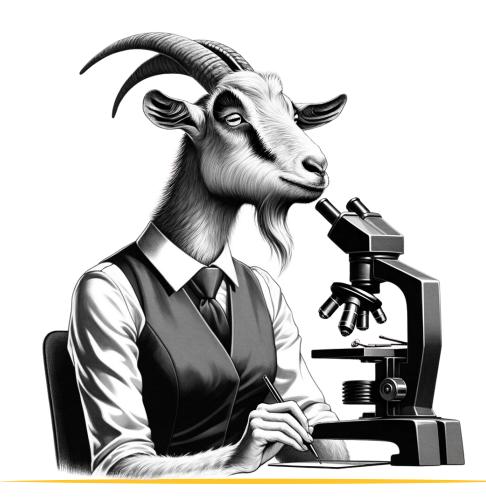
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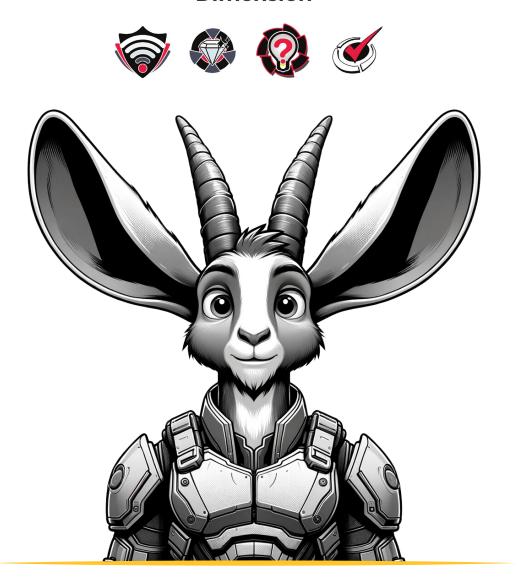




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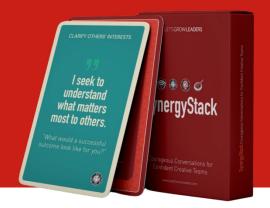
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Enjoyed *Powerful Phrases* and ready for more team productivity tools?



Get SynergyStack™

Accelerate performance, reduce stress, and work better together.

Take your team's performance to the next level with the SynergyStack™. SynergyStack™ is a revolutionary card deck and training system designed to foster collaboration and ignite team performance.

Unleash Productivity: The SynergyStack™ is a catalyst for sustained team productivity and personal excellence. Build robust habits that lead to breakthrough results and happier teams.

Less Stress, Better Teamwork: Create a space where teamwork beats tension. SynergyStack™ activities turn stress into progress by agreeing to a well-defined framework for everyone to work together smoothly and peacefully.

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A Multiverse of Applications: Whether you're an executive steering a start-up, an HR leader committed to building great culture, or a trainer looking for proven, easy-to-use team development activities, the SynergyStack™ is your versatile partner. Its diverse applications adapt to your needs, delivering impactful outcomes fast with precision.

Quickly See Real Change: This isn't just a fun teambuilding tool. The SynergyStack™ creates a whole new way of working together. Real change that you can see and feel. Bring the SynergyStack™ into your team's routine and watch how fast things improve — how your team gets things done, communicates, and reaches new heights.

Click <u>here</u> to learn more or to order *SynergyStack* for your team.



