

MANAGING CHALLENGING CONVERSATIONS

Course Code: 831177

Master Difficult Conversations in Business!

Unlock the skills to confidently navigate tough topics in professional settings. In this dynamic 1-day course, you'll gain practical tools and fresh insights to manage conflict and handle the conversations we often avoid. Discover how emotions shape dialogue, learn to overcome hesitation, and develop the ability to truly listen and see the bigger picture. Walk away prepared, empowered, and ready to lead with clarity and empathy.

What You'll Learn

After completing this course, participants will learn:

- Hidden costs associated with putting off challenging conversations
- Prepare for and start challenging conversations
- Deal with emotion surrounding challenging conversations
- Steps to defuse tense and or emotional situations
- Suggestions for dealing with various types of difficult people

Who Needs to Attend

- Anyone interested in strengthening communication skills and knowing how to deliver a challenging message
- Managers, Individual contributors, Team Leads
- Business Analysts, Business Systems Analysts
- Project coordinators, analysts, leaders, team members, and stakeholders
- Team Leaders, Product Managers, Project Managers, IT Managers, IT Leads

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CLASSROOM LIVE

\$795 USD

1 Day

Classroom Live Outline

Module 1: Beginning a difficult Conversation

- Interpersonal Communication
- The Communication Loop
- Types of communication
- Active Listening

Module 2: Influence

- Influence, Power and Authority
- Types of Influence Styles
- Understanding How to influence

Module 3: Conflict

- What is Conflict?
- Constructive Conflict vs. Destructive Conflict
- Dealing with difficult people
- How to work with someone effectively
- Emotional Intelligence

Module 4: Putting it all together

- Managing the Real Conversations that Take Place During Every Interaction
- Steering the Conversation to Maximize the Outcome
- Beginning a Difficult conversation
- Close

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VIRTUAL CLASSROOM LIVE

\$795 USD

1 Day

Virtual Classroom Live Outline

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- Types of communication
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Jul 10 - 10, 2026 | 9:00 AM - 5:00 PM EDT

Sep 14 - 14, 2026 | 9:00 AM - 5:00 PM EDT

Nov 23 - 23, 2026 | 9:00 AM - 5:00 PM EST

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

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