



Thursday 22nd November

# Holding Difficult Conversations

Are you avoiding a difficult conversation?

Whether it is talking to your boss about a pay rise; dealing with a colleague's poor performance or asking a neighbour to turn down their music we all have certain conversations that fill us with dread.

But don't worry help is at hand. This half day course will:

- Help you identify what is holding you back
- Show you how to have a difficult conversation
- Give you the confidence to start talking
- Consider how to have a difficult conversation on the phone and how this may be different from face to face
- Help you hold difficult conversations on the phone

22nd November 2018

10:00 to 14:00

**Hillside & Wymering**

Cheltenham Rd,  
Portsmouth  
PO6 3PY

Voluntary £55.00

Private £90.00

Like to book a place?  
Then contact

**Community First**

**01329 223 155**

or

**01730 777 059**

or email

**[bookings@cfirst.org.uk](mailto:bookings@cfirst.org.uk)**

You can book online at:

[https://www.cfirst.org.uk/  
training/booking/](https://www.cfirst.org.uk/training/booking/)

Limited places available