

HOW TO CHALLENGE OTHERS EFFECTIVELY

PREPARING TO CHALLENGE EFFECTIVELY

Thinking through your approach can help reduce nervousness about challenging someone, and give you a different perspective.

Here is a check list to help you whenever the need arises:

Challenge Effectively	Tick bok
Why do you need to challenge this person?	
What specifically do you want?	
What are your feelings on the issue?	
How is it affecting you?	
What reaction do you expect from the other person/other people?	
Why do you think they will react like this? What would their reason be?	
What positive things do they know about you/feel towards you?	
What might be a good compromise?	
What are the benefits of avoiding the confrontation?	
What are the drawbacks?	
What are the potential drawbacks of making the challenge?	
What are the benefits?	

HOW TO BALANCE RISK WITH POTENTIAL BENEFITS

IDENTIFY YOUR BIASES IN DECISION MAKING

Make a note of what you think are five biases that you experience. Be honest – consider situations at work where you've made decisions, and think back to how you reached them.

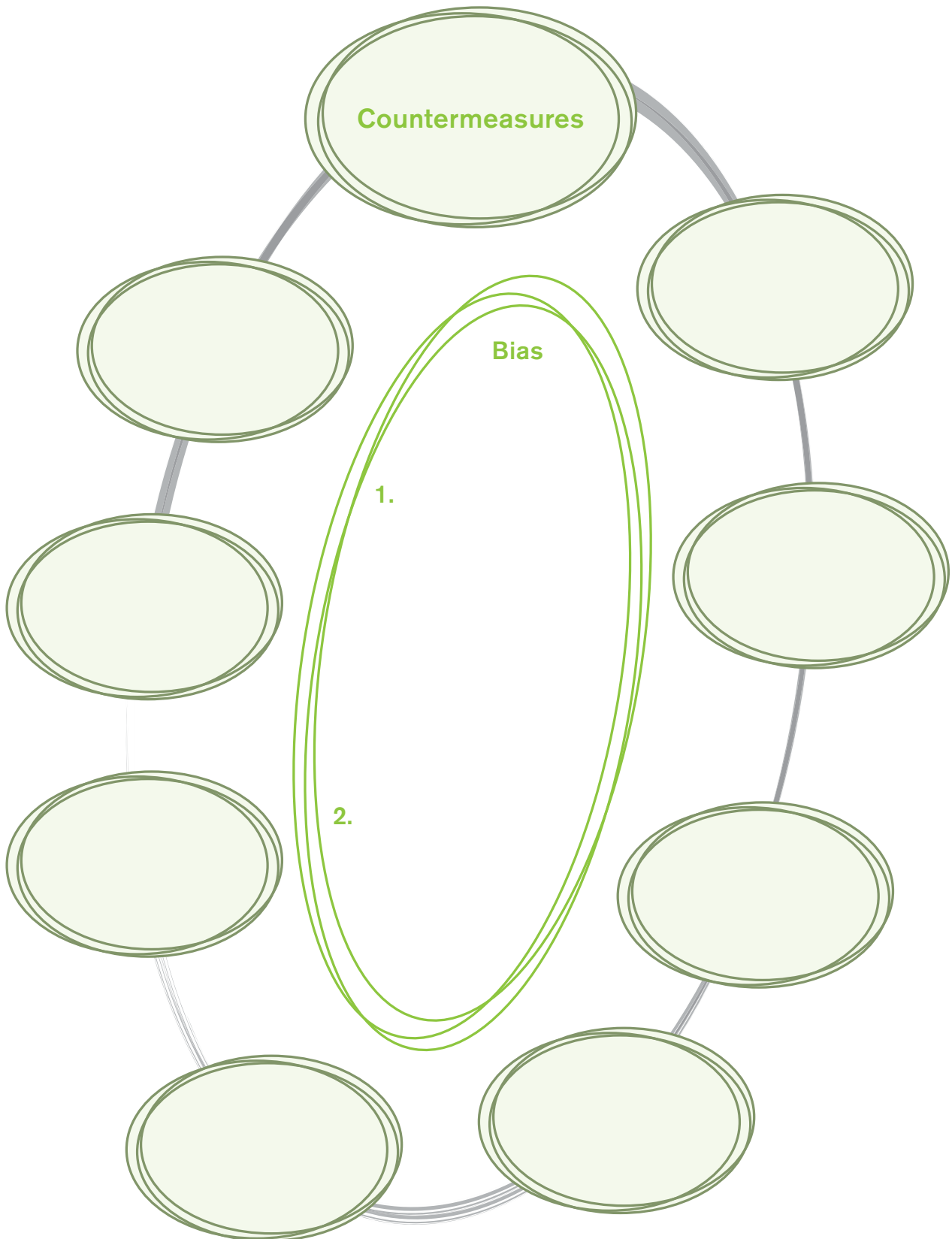
Top five biases

1
2
3
4
5

HOW TO BALANCE RISK WITH POTENTIAL BENEFITS

IDENTIFY YOUR BIASES IN DECISION MAKING

Identify your two strongest biases and note down any way in which you've tried to overcome or circumvent them. Try thinking of other strategies you might use in future, as well.



HOW TO BALANCE RISK WITH POTENTIAL BENEFITS

BALANCING RISK WORKSHEET

Carry out a SWOT analysis of the situation, this will help you decide whether the risks of a particular course of action outweigh the benefits.

Strengths	+/-	Opportunities	+/-
Total:		Total:	
Positive Total:			
Weaknesses	+/-	Threats	+/-
Total:		Total:	
Positive Total:			