

THE AUTHORITATIVE NEW YORK TIMES BESTSELLER

DIFFICULT CONVERSATIONS

Third Edition
Fully Updated
and Revised

**How to Discuss
What Matters Most**

**DOUGLAS STONE,
BRUCE PATTON, and SHEILA HEEN**

of the Harvard Negotiation Project

With a foreword by Roger Fisher, coauthor of **GETTING TO YES**



Difficult Conversations How To Discuss What Matters Most Douglas Stone

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Difficult Conversations How To Discuss What Matters Most Douglas Stone:

Difficult Conversations Douglas Stone, Bruce Patton, Sheila Heen, 2010-11-02 The 10th anniversary edition of the New York Times business bestseller now updated with Answers to Ten Questions People Ask We attempt or avoid difficult conversations every day whether dealing with an underperforming employee disagreeing with a spouse or negotiating with a client From the Harvard Negotiation Project the organization that brought you Getting to Yes Difficult Conversations provides a step by step approach to having those tough conversations with less stress and more success you ll learn how to Decipher the underlying structure of every difficult conversation Start a conversation without defensiveness Listen for the meaning of what is not said Stay balanced in the face of attacks and accusations Move from emotion to productive problem solving

Difficult Conversations Douglas Stone, Bruce Patton, Sheila Heen, 2023-08-22 From the Harvard Negotiation Project which brought you the megabestseller GETTING TO YES this practical guide will help you handle your most difficult conversations with confidence and skill Whether dealing with an underperforming employee or a challenging colleague disagreeing with your spouse about money or child rearing negotiating with a client or simply saying No I m sorry or I love you we attempt or avoid difficult conversations every day No matter how competent we are we all have conversations that cause anxiety and frustration This book can help Based on almost thirty years of research Difficult Conversations walks you through a step by step approach for how to have your toughest conversations with less stress and more success You ll learn how to Decipher the underlying structure and challenge of every difficult conversation Raise tough issues without triggering defensiveness Manage strong emotions yours and theirs Keep your balance no matter how the other person responds Get to the heart of the matter in ways that promote learning and build relationships Filled with examples from everyday life this third edition is thoroughly updated and addresses issues such as race culture gender power social media and communicating via technology as we talk to one another across the world and across worldviews With constructive communication an ever more critical need in personal professional and public life Difficult Conversations is a classic you will turn to again and again for powerful practical advice

SUMMARY - Difficult Conversations: How To Discuss What Matters Most By Douglas Stone Bruce Patton And Sheila Heen Shortcut Edition, 2021-06-22 Our summary is short simple and pragmatic It allows you to have the essential ideas of a big book in less than 30 minutes By reading this summary you will learn how to manage difficult discussions in order to exchange in a constructive way You will also learn that difficult discussions that fail can belong to one of three types of discussions that only a didactic discussion can bring a positive result to your exchange that a constructive discussion develops with a win win commitment how to prepare for a difficult discussion how to engage it so that it proceeds calmly and effectively Even if you lead a particularly serene and peaceful life you cannot always escape difficult discussions Indeed it is impossible to avoid them altogether Whether it is with friends family or colleagues you will inevitably be confronted one day with a complicated conversation with someone Luckily it is possible to prepare for it and

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one productively Thankfully authors Douglas Stone Bruce Patton and Sheila Heen have put together tips and tricks to help you become better at communicating As you read you ll learn about the common mistakes people make when having difficult conversations as well as how to arm yourself with the tools you need to prevent them In the end you ll learn how to communicate effectively and have difficult conversations without hurting anyone in the process Keep reading to learn how every discussion has Three Conversations and how you can approach and improve each one for more meaningful purposeful conversations

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