



## **Courageous Conversations Script**

### **Say What Matters — Without Shrinking or Shouting**

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#### ***Purpose:***

Use this script when you need to speak up professionally and powerfully—especially in moments of disagreement, boundary-setting, vision alignment, or advocacy.

Whether you are initiating feedback, asking for change, or protecting your time, this structure helps you lead with confidence.

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#### ***5-Step Script Framework***

**1. Start with Clarity**

*State your intention up front.*

“I’d like to talk through something that matters to me so we can move forward with clarity.”

**2. Name the Situation**

*Describe the context, not the character.*

“I’ve noticed that in our recent meetings, I’ve had limited opportunities to contribute...”

**3. Express the Impact**

*Lead with the effect, not the accusation.*

“This has made it harder for me to fully support the team’s goals or feel heard.”

**4. State Your Need or Request**

*This is your courageous ask.*

“I’d like to propose that we rotate facilitation or allocate 10 minutes for open feedback.”

**5. Invite Collaboration**

*Open the door for shared ownership, not defensiveness.*

“Does that sound reasonable to you? I’m open to ideas on how we can make this work.”

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*Fillable Prep Sheet*

**What is the issue or boundary?**

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**How has it affected you or your goals?**

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**What do you need to say or request?**

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**What tone or posture do you want to bring?**

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**What would a successful conversation look like?**

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**Mini Audacity Tip:**

You do not have to raise your voice to raise your value. Courage is calm, clear, and convicted.