



THE
CONVERSATION
COMPANY™

BETTER CONVERSATIONS. STRONGER RESULTS.

THE LEADERSHIP CONVERSATION TOOLKIT

A Practical Guide to Using AI
to Prepare for the Conversations
That Matter Most



PREPARE WITH INTENTION
Get clear on your goals,
people, and priorities.



THINK MORE DEEPLY
Ask better questions and
challenge your assumptions.



LEVERAGE AI WISELY
Use AI as a thinking partner—
not a decision maker.



LEAD CONFIDENTLY
Navigate difficult conversations
with clarity, curiosity, and empathy.



DRIVE BETTER RESULTS
Stronger conversations create
stronger performance.

THE CONVERSATION CANVAS™



PREPARE. THINK. LEAD.
MAKE EVERY CONVERSATION COUNT.

PRACTICAL FRAMEWORKS • POWERFUL QUESTIONS • PURPOSEFUL LEADERSHIP

FELECIA McABEE

Leadership Thinker. Conversation Strategist. Performance Partner.

Table of Contents

Welcome.....	3
Chapter 1 — AI Can Prepare. Leaders Still Lead.	4
Chapter 2 — Before You Ask AI Anything.....	6
The Leadership Preparation Checklist.....	9
Chapter 3 — The Conversation Canvas™	10
The Conversation Canvas™ Worksheet.....	14
Chapter 4 — Better Questions. Better Conversations. Better Results.....	15
Chapter 5 — The Question Bank™	18
Chapter 6 — From Preparation to Performance.....	21
Chapter 7 — Continue the Conversation.....	25

A LETTER FROM OUR FOUNDER

Welcome

Leadership is built one conversation at a time.

After leading hundreds of leaders through coaching sessions, leadership workshops, and performance conversations over the course of my career, I've come to recognize something important.

Most leaders don't struggle because they lack knowledge. They struggle because they don't have time to prepare for the conversations that matter most.

Whether you're coaching an employee, leading a project, addressing a performance issue, navigating change, or aligning your team around a common goal, the quality of the conversation often determines the quality of the outcome.

Unfortunately, those conversations are often squeezed between meetings, deadlines, emails, and competing priorities. We do the best we can with the information we have, hoping we've considered every angle before walking into the room.

Today, artificial intelligence gives us an opportunity we've never had before.

When used well, AI can analyze information, identify patterns, uncover blind spots, and help us prepare more thoughtfully than ever before. It won't replace your judgment, your experience, or your ability to lead. But it can become a valuable thinking partner before some of your most important conversations.

That's why I created the Leadership Conversation Toolkit.

Inside these pages you'll find practical AI prompts designed to help you prepare for conversations involving coaching, accountability, performance, projects, decision-making, team leadership, and many of the everyday moments where leaders influence results.

My hope isn't simply that you'll have better prompts.

My hope is that you'll have better conversations.

Because better conversations create stronger relationships, stronger teams, and better organizational performance.

Thank you for allowing me to be part of your leadership journey. Here's to conversations that move people, teams, and organizations forward.

Felecia McAbee

Founder & CEO

CHAPTER 1

AI Can Prepare. Leaders Still Lead.

Artificial intelligence is changing the way leaders work.

In just a few years, AI has evolved from a curiosity to one of the most powerful productivity tools available. It can analyze thousands of pages of information in seconds, identify patterns that might otherwise go unnoticed, summarize complex reports, compare competing viewpoints, and generate ideas at remarkable speed.

For leaders, that's exciting.

Every day, we're asked to make decisions, solve problems, coach employees, communicate with stakeholders, lead projects, and keep teams moving toward meaningful results. The amount of information required to prepare for those conversations continues to grow.

AI can help. But AI is not leadership.

Leadership has never been about having the fastest answer. It has always been about helping people move forward.

- It requires judgment.
- It requires empathy.
- It requires courage.
- It requires trust.
- It requires the ability to recognize when the conversation in front of you is really about something deeper than the words being spoken.

No technology can replace those human capabilities.

What AI Can Do Is Help You Prepare

It can organize information before you walk into a meeting. It can identify trends across employee feedback, project updates, performance reviews, customer comments, or strategic plans. It can suggest questions you may not have considered. It can challenge assumptions and help you explore multiple perspectives before making a decision.

That's incredibly valuable, because better preparation often leads to better conversations. And better conversations lead to better decisions, stronger relationships, higher-performing teams, and improved organizational results.

Throughout this toolkit, you'll discover practical ways to use AI as a leadership thinking partner — not as a replacement for your experience, but as a resource that helps you prepare with greater confidence and clarity.

The quality of your preparation influences the quality of your conversations. And the quality of your conversations influences the performance of your team.

AI CAN

- Analyze
- Organize
- Summarize
- Identify patterns
- Generate possibilities

ONLY YOU CAN

- Listen
- Build trust
- Make difficult decisions
- Coach another human through change
- Lead

That responsibility — and that privilege — will always belong to people.

CONVERSATION REFLECTION

- Am I looking for AI to give me an answer, or to help me think more clearly?
- What information do I already have?
- What assumptions might I be making?
- How can better preparation help me better serve the person sitting across from me?

CONVERSATION PRINCIPLE

Preparation doesn't guarantee a better conversation. But lack of preparation almost guarantees a missed opportunity.

CHAPTER 2

Before You Ask AI Anything

Great leadership conversations don't begin with a prompt. They begin with preparation.

One of the biggest misconceptions about artificial intelligence is that the quality of the answer depends on the quality of the technology. It doesn't. The quality of the answer depends largely on the quality of the information you provide.

Think of AI as a new member of your leadership team. If you walked into a meeting and asked a colleague to help you solve a difficult employee issue without giving them any background, they would struggle to give meaningful advice. They would ask questions.

- What happened?
- Who is involved?
- What expectations were communicated?
- What information do we already know?
- What outcome are we hoping to achieve?

AI works much the same way. The more context you provide, the more valuable its analysis becomes. Instead of asking AI to solve a problem in isolation, invite it to understand the situation first.

Give AI the Complete Picture

Leaders rarely make decisions based on a single document. Neither should AI. The best analysis comes from looking at information from multiple perspectives. Depending on the conversation you're preparing for, consider providing documents such as:

- | | |
|----------------------------|-----------------------------------|
| • Performance reviews | • Budget reports |
| • One-on-one meeting notes | • Team meeting notes |
| • Employee goals | • Email threads |
| • KPI dashboards | • Organizational charts |
| • Customer feedback | • Policies or procedures |
| • Project plans | • Previous coaching documentation |
| • Strategic plans | • Client or stakeholder feedback |

Each document provides another piece of the story. Together, they allow AI to identify patterns that may not be obvious when viewed individually.

Tell AI What Success Looks Like

Don't simply ask, "Analyze these documents." Instead, explain why you're asking. For example:

EXAMPLE PROMPT

I'm preparing for a coaching conversation with a Project Manager whose team has missed several deadlines. Please review these documents, identify recurring themes, possible root causes, questions I should ask, and coaching opportunities that encourage accountability while maintaining trust.

The clearer your objective, the more focused the analysis becomes.

Ask AI to Challenge Your Thinking

One of AI's greatest strengths is helping leaders recognize what they may have overlooked. After reviewing its first response, continue the conversation. Ask questions such as:

- What assumptions might I be making?
- What perspectives haven't I considered?
- Where could I unintentionally create defensiveness?
- What questions would help me better understand the situation?
- If you disagreed with my current thinking, what would you challenge?

The goal isn't for AI to make the decision. The goal is for AI to help you think more critically before you make one.

Remember Who Leads

AI can analyze information. It cannot build trust. It cannot recognize the emotion behind someone's silence. It cannot decide when to pause, when to listen, or when to offer encouragement. Those moments belong to you.

The most effective leaders won't be those who rely on AI for answers. They'll be the leaders who use AI to prepare more thoughtfully so they can be fully present during the conversation itself.

Leadership has always been deeply human. AI simply gives us another way to prepare for it.

LEADERSHIP REFLECTION

- Am I giving AI enough context to provide meaningful insight?
- What information might I be missing?
- Have I asked AI to challenge my thinking — or only confirm it?
- How can better preparation help me lead with greater confidence and empathy?

CONVERSATION PRINCIPLE

AI becomes more valuable when it understands the situation. Great leaders become more effective when they do, too.

BEFORE ASKING AI, HAVE I PROVIDED...

The Leadership Preparation Checklist

- ☐ The purpose of the conversation
- ☐ The desired outcome
- ☐ Relevant background information
- ☐ Supporting documents
- ☐ Performance data (if applicable)
- ☐ Organizational context
- ☐ The questions I want answered
- ☐ Any assumptions I want AI to challenge

CHAPTER 3

The Conversation Canvas™

Preparing the Conversation Before You Prepare the Prompt

One of the greatest misconceptions about artificial intelligence is that better prompts create better answers. They don't. Better thinking creates better answers.

Too often, leaders open AI and immediately begin asking questions — “Help me prepare for a difficult conversation.” “Analyze this performance review.” “Write coaching questions for my employee.”

AI will respond. But the quality of its response depends entirely on the quality of your thinking before you ask.

Great leadership conversations don't begin with a prompt. They begin with preparation.

That's why I developed The Conversation Canvas™ — a simple framework designed to help leaders step back, organize their thinking, gather the right information, and prepare intentionally before inviting AI into the process.

Think of it as creating a picture of the conversation before asking AI to analyze it. Every conversation begins with a blank canvas, and your role as a leader is to thoughtfully fill in that canvas before the conversation begins.

No two canvases will ever look exactly alike. Every leader is different. Every team is different. Every situation deserves thoughtful preparation.

CHAPTER 3

The Conversation Canvas™

Before opening AI, take a few moments to complete your canvas.

THE CONVERSATION

What conversation am I preparing for?

Be specific. Examples include: coaching a team member, addressing a performance concern, conducting a project review, leading a difficult conversation, preparing for a client meeting, communicating organizational change, facilitating strategic planning, or conducting a one-on-one meeting. Clarity begins with knowing exactly what conversation you're preparing to have.

DESIRED OUTCOME

What do I hope is different when this conversation ends?

Every conversation should have purpose. Perhaps you hope to increase accountability, improve performance, build trust, gain commitment, create clarity, solve a problem, align priorities, or strengthen a relationship. When you're clear about the destination, the conversation has direction.

PEOPLE INVOLVED

Who will be impacted by this conversation?

Consider everyone involved — the individual, their manager, the team, customers, stakeholders, other departments, and executive leadership. Leadership conversations rarely affect only one person. Understanding the broader impact helps you prepare with greater perspective.

WHAT I KNOW

What facts, observations, and information do I already have?

This is where you gather what is known: performance data, meeting notes, project updates, customer feedback, previous coaching discussions, goals and objectives, policies or procedures, and observed behaviors. Separate facts from assumptions. The clearer the picture, the better prepared you'll be.

WHAT I DON'T KNOW YET

What questions remain unanswered?

Strong leaders are curious. Before asking AI for answers, identify what you still need to understand: what assumptions might I be making, what patterns am I missing, what root

causes should I explore, what perspectives haven't I considered, and what information would change my thinking.

SUPPORTING INFORMATION

What additional resources could help AI understand the situation?

AI becomes significantly more valuable when it has context. Consider providing performance reviews, one-on-one notes, KPI dashboards, project plans, strategic plans, budgets, employee surveys, customer feedback, email conversations, organizational charts, and meeting minutes.

POTENTIAL OBSTACLES

What could make this conversation more difficult?

Leadership conversations involve more than information — they involve people. Think about possible barriers such as emotions, resistance, miscommunication, conflicting priorities, limited resources, organizational change, fear, or lack of clarity. Preparing for obstacles allows you to respond thoughtfully instead of reacting emotionally.

QUESTIONS WORTH ASKING

What questions will help create understanding?

One of the greatest strengths of a leader is asking questions that invite dialogue instead of defensiveness — “Help me understand...” “What do you believe is contributing to this challenge?” “What support would help you succeed?” Great conversations begin with great questions.

How AI Can Help

Now you're ready to invite AI into the conversation.

Instead of asking AI to “analyze these documents,” give it a meaningful assignment. For example:

EXAMPLE PROMPT

Act as an experienced executive leadership coach. Review the information I've provided, identify recurring themes, potential blind spots, coaching opportunities, questions I should ask, and risks I may not have considered. Help me prepare for a productive conversation that builds accountability while maintaining trust.

Notice the difference. You didn't ask AI to solve the problem. You asked AI to help you think more clearly before leading the conversation. That distinction matters.

AI prepares. You lead.

Putting the Canvas to Work

The Conversation Canvas isn't something you complete once. It's a tool you can return to before every important leadership conversation. Some conversations may require only a few sections; others may require you to explore every part of the canvas in depth.

The goal isn't to complete every box perfectly. The goal is to think intentionally before the conversation begins. When leaders prepare with clarity, conversations become more focused. When conversations become more focused, people perform with greater confidence — and when people perform with greater confidence, organizations move forward.

A single-page Conversation Canvas™ worksheet follows this chapter, ready to copy and use again and again.

LEADERSHIP REFLECTION

- Which part of my canvas is already clear?
- Where am I making assumptions instead of relying on facts?
- What information would help me better understand the situation?
- How can thoughtful preparation change the quality of the conversation?

CONVERSATION PRINCIPLE

Every meaningful conversation begins long before the first word is spoken.

COPY • USE • REPEAT

The Conversation Canvas™ Worksheet

THE CONVERSATION <i>What conversation am I preparing for?</i>	DESIRED OUTCOME <i>What do I hope is different when this ends?</i>
PEOPLE INVOLVED <i>Who will be impacted by this conversation?</i>	WHAT I KNOW <i>What facts and information do I already have?</i>
WHAT I DON'T KNOW YET <i>What questions remain unanswered?</i>	SUPPORTING INFORMATION <i>What could help AI understand the situation?</i>
POTENTIAL OBSTACLES <i>What could make this conversation more difficult?</i>	QUESTIONS WORTH ASKING <i>What questions will help create understanding?</i>
HOW AI CAN HELP <i>What will I ask AI to analyze, challenge, or surface?</i>	

CHAPTER 4

Better Questions. Better Conversations. Better Results.

How thoughtful questions transform AI from an answer machine into a thinking partner.

One of the biggest mistakes leaders make when using AI is asking it to do their thinking. Questions like “What should I do?” or “Write my coaching conversation” often produce generic answers because the request is generic.

Experienced leaders know there is rarely a single right answer. Leadership is about understanding context, considering perspectives, evaluating trade-offs, and making thoughtful decisions. The same principle applies when working with AI — the quality of the response is directly influenced by the quality of the question.

Instead of asking AI for answers, ask it to help you think.

Think Like a Leader

RATHER THAN

“Write feedback for my employee.”

TRY ASKING

“What themes do you notice that I may be overlooking?”

RATHER THAN

“How do I fix this?”

TRY ASKING

“What possible root causes should I explore first?”

Notice the difference. The first questions seek solutions. The second questions build understanding. And understanding almost always leads to better decisions.

CHAPTER 4

Eight Powerful Question Types

As you work with AI, consider asking questions that help you think in different ways. These questions encourage deeper thinking and often uncover insights that would otherwise remain hidden.

OBSERVE <i>What patterns do you notice?</i>	CLARIFY <i>What information is missing?</i>
CHALLENGE <i>What assumptions might I be making?</i>	COMPARE <i>What alternative explanations should I consider?</i>
PRIORITIZE <i>Which issues deserve my attention first?</i>	PREPARE <i>What questions should I ask during this conversation?</i>
ANTICIPATE <i>How might the other person respond?</i>	REFLECT <i>What am I not seeing because I'm too close to the situation?</i>

Let AI Become Your Thinking Partner

The goal isn't for AI to tell you what to do. The goal is to sharpen your own thinking. Ask AI to:

- organize complex information
- identify recurring themes
- surface potential blind spots
- challenge your assumptions
- generate thoughtful questions
- suggest alternative perspectives
- summarize large volumes of information
- help you prepare for difficult conversations

Then pause. Review. Reflect. Apply your own judgment.

Remember... AI informs. You lead.

LEADERSHIP REFLECTION

- Think about the last time you asked AI for help — did you ask it for an answer, or did you ask it to help you think?
- How might changing your questions improve the quality of your leadership conversations?

CONVERSATION PRINCIPLE

The quality of your questions determines the quality of your thinking.

CHAPTER 5

The Question Bank™

Better Questions. Better Thinking. Better Conversations.

Use these questions to guide AI's analysis before your next leadership conversation. You don't need to ask every question — choose the ones that best fit your situation.

CLARIFY THE SITUATION

When you need a clearer picture before acting.

- What patterns do you notice across this information?
- What stands out as most significant?
- What information appears inconsistent?
- What important context may be missing?
- What additional information would strengthen this analysis?

CHALLENGE MY THINKING

When you want AI to push back instead of agree.

- What assumptions might I be making?
- Where could my bias be influencing my thinking?
- If you disagreed with my conclusion, what would you challenge?
- What alternative explanations should I consider?
- What blind spots might I have?

DISCOVER ROOT CAUSES

When symptoms aren't the real problem.

- What appears to be causing this issue?
- What recurring themes do you see?
- Are there organizational factors contributing to this situation?
- Could multiple issues be creating the same outcome?
- What should I investigate before drawing conclusions?

PREPARE FOR THE CONVERSATION

When you're getting ready to meet with someone.

- What questions should I ask first?
- Which questions are likely to encourage honest dialogue?
- What questions could unintentionally create defensiveness?
- What should I avoid assuming?
- How should I begin this conversation to establish trust?

ANTICIPATE RESPONSES

When you want to prepare for different directions the conversation might take.

- How might this person view the situation differently?
- What concerns or objections might they raise?
- Where could emotions become a factor?
- What responses should I be prepared for?
- How can I keep the conversation productive if it becomes difficult?

STRENGTHEN COACHING

When your goal is development — not correction.

- What coaching opportunities do you see?
- What strengths should I reinforce?
- What developmental questions could I ask?
- How can I balance accountability with encouragement?
- What next steps are realistic and measurable?

MAKE BETTER DECISIONS

When several options are available.

- What are the advantages and risks of each option?
- What unintended consequences should I consider?
- Which option best aligns with my stated goal?
- What information should I verify before deciding?
- What decision would most likely create long-term success?

REFLECT AFTER THE CONVERSATION

Learning doesn't end when the meeting does.

- What went well?
- Where could I improve as a leader?
- What did I learn about this person?
- What follow-up questions should I ask?
- What should I do differently next time?

Bonus: My Favorite AI Prompt

This is the one I believe leaders will return to again and again.

PROMPT TO PASTE

Act as an experienced executive coach and thinking partner — not a decision maker. Review the information I've provided and help me think more clearly. Challenge my assumptions, identify patterns, surface blind spots, suggest thoughtful questions, and prepare me to lead this conversation with curiosity, clarity, accountability, and empathy. Do not simply give me answers; help me become a better leader.

LEADERSHIP REFLECTION

- Which category of questions do I naturally ask well?
- Which category do I tend to overlook?
- How might expanding my questions improve the quality of my leadership decisions?

CONVERSATION PRINCIPLE

Great leaders aren't defined by having all the answers. They're remembered for asking the questions that help others discover them.

CHAPTER 6

From Preparation to Performance

Turning Better Preparation into Better Leadership Conversations

By now, you've seen that AI is far more than a tool for writing emails or summarizing meetings. Used thoughtfully, it becomes a partner in preparation. But preparation is only valuable if it changes the conversation.

The goal has never been to create better prompts. The goal is to create better leaders.

Every important leadership conversation presents an opportunity to influence performance, strengthen trust, solve problems, or help someone grow. The conversations themselves may differ, but the preparation process can remain remarkably consistent.

The Leadership Conversation Workflow™

Great conversations don't happen by accident. They happen through intentional preparation. Before your next important conversation, follow this simple workflow.

STEP 1

Clarify the Conversation

Begin with The Conversation Canvas™. Capture the purpose of the conversation, your desired outcome, who is involved, what you know, what you don't know, and any supporting information that will provide helpful context. Don't rush this step — clear thinking begins with clear preparation.

STEP 2

Expand Your Thinking

Use The Question Bank™. Choose questions that encourage AI to analyze the situation from multiple perspectives — identify patterns, challenge your assumptions, suggest questions, uncover blind spots, and anticipate responses. Invite AI to think with you, not for you.

STEP 3

Review Before You Respond

Read AI's recommendations carefully. You don't need to accept every suggestion. Ask yourself: what surprised me, what confirms what I already believed, what deserves additional exploration, and what still doesn't feel right. Leadership requires discernment. AI informs your thinking; it doesn't replace it.

STEP 4

Lead the Conversation

When it's time to meet, leave the laptop behind. Be fully present. Listen more than you speak. Stay curious. Ask thoughtful questions. Notice emotions. Adapt when new information emerges. Remember that people don't experience your preparation — they experience your presence.

STEP 5

Reflect and Grow

The conversation isn't finished when the meeting ends. Take a few minutes to reflect on what worked, what surprised you, what you'd do differently, and what follow-up is needed. Then, if appropriate, return to AI and ask it to help you reflect and prepare for the next conversation. Every conversation becomes preparation for the next one.

CHAPTER 6

An Example in Practice

Imagine you're preparing for a coaching conversation with a team member whose performance has declined.

Instead of opening AI and asking, "What should I say?" you begin by completing The Conversation Canvas™. You gather performance metrics, previous coaching notes, customer feedback, and your observations.

Next, you use The Question Bank™ to ask AI to identify themes, challenge your assumptions, and suggest questions that encourage dialogue.

After reviewing the analysis, you recognize that what appeared to be a performance problem may actually be a clarity problem. You enter the conversation with curiosity instead of conclusions. The discussion becomes collaborative rather than corrective.

The outcome isn't just a better meeting. It's a stronger relationship and a clearer path forward.

Preparation changed the conversation. The conversation changed the outcome.

The Conversation Company's Philosophy

Throughout this toolkit, one idea has remained constant: AI is not here to replace leadership. It exists to strengthen thoughtful leaders.

- Technology can accelerate preparation. Only people can build trust.
- Technology can analyze information. Only people can exercise judgment.
- Technology can organize ideas. Only people can inspire change.

The future belongs to leaders who know how to combine both.

LEADERSHIP REFLECTION

- Have I prepared with intention?
- Am I bringing curiosity instead of assumptions?
- Have I invited AI to expand my thinking rather than replace it?
- How do I want this person to feel when our conversation ends?

Great leadership isn't measured by how much you know.
It's measured by what others become after talking with you.

CONVERSATION PRINCIPLE

Preparation shapes the conversation. Presence shapes the relationship. Both shape the outcome.

CHAPTER 7

Continue the Conversation

Every conversation is an opportunity to lead.

If you've made it this far, you already know something many leaders are just beginning to discover. Artificial intelligence isn't changing leadership. It's changing how leaders prepare.

The conversations that build trust, develop people, solve problems, and shape organizations still belong to us. Technology may continue to evolve at an extraordinary pace. Human beings will still need encouragement. They will still need accountability. They will still need clarity. They will still need someone willing to listen before speaking, ask before assuming, and lead before reacting.

That's why conversations matter. And that's why they always will.

This Toolkit Is Just the Beginning

My hope isn't that you read these pages once and place them on a shelf. My hope is that The Conversation Canvas™ becomes part of your preparation before important meetings. That The Question Bank™ helps you think more deeply before making difficult decisions. That AI becomes a trusted thinking partner — not because it has the answers, but because it helps you ask better questions.

And most importantly, that the people you lead experience the difference. Not because your prompts improved. Because your leadership did.

Leadership Is Built One Conversation at a Time

Most organizations don't change because someone announces a new strategy. They change because leaders begin having different conversations — one coaching conversation that builds confidence, one accountability conversation that restores trust, one team meeting that creates clarity, one difficult conversation that prevents a small problem from becoming a large one.

Leadership isn't built in a single moment. It's built conversation by conversation. Day after day. Person after person. Decision after decision.

CHAPTER 7

Keep Learning. Keep Practicing.

Like any meaningful skill, great conversations improve with practice. Complete a Conversation Canvas before your next one-on-one. Ask AI to challenge your assumptions. Try a new question from The Question Bank. Reflect on what worked — and what didn't.

The more intentional your preparation becomes, the more natural your conversations will feel. Not because you've memorized what to say. Because you've learned how to think.

My Invitation to You

If this toolkit sparked new ideas, don't let the learning stop here. Share The Conversation Canvas with your leadership team. Use The Question Bank during your next planning session. Discuss the Conversation Principles in your staff meetings. Challenge one another to prepare with greater intention.

The best conversations often begin long before people gather around a conference table. They begin when someone decides to lead differently. Perhaps that someone is you.

Thank You

Thank you for investing your time in becoming a more thoughtful leader. The demands on leaders have never been greater. Yet neither has the opportunity to make a meaningful difference in the lives of others.

Every day, someone will walk into your office looking for guidance. Someone will need encouragement. Someone will need clarity. Someone will need a difficult conversation handled with wisdom and respect.

I hope this toolkit helps you prepare for those moments with greater confidence. Because conversations don't simply exchange information. They shape people. And people shape organizations.

CONVERSATION PRINCIPLE

Every conversation leaves something behind. Make yours worth remembering.

Continue the Conversation

If these ideas resonated with you and your team, I'd love to continue the conversation. The Conversation Company partners with organizations through leadership workshops,

conference breakout sessions, executive coaching, team development programs, and keynote presentations that help leaders turn everyday conversations into measurable performance.

Because better conversations don't just improve communication. They improve organizations.

The Conversation Company™

P.O. Box 2139

Orofino, ID 83544

208-503-3002

fmcabee@theconversationcompany.co

LinkedIn: <https://www.linkedin.com/company/the-conversation-co/>