

Interpersonal Effectiveness

Skill: DEAR MAN

A Worksheet to script complex conversations, making requests, or saying no. **Describe the situation, express your needs, and hold your ground under pressure.**



Describe the situation in plain facts.



Express how you feel about it.



Assert what you need without hedging.



Reinforce why it matters to you and to them.



Stay Mindful and don't get pulled off track.

How can you keep goals clear?



Appear confident even if you don't feel it yet.

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|---|---------------------------------------|--|
| ☐ Good eye contact | ☐ Good posture | ☐ Confident voice |
| ☐ No whispering | ☐ No mumbling | ☐ No walking away |
| ☐ Other: _____ | | |



Negotiate when the other person needs room.

Explore alternative solutions if possible.

