

Work Situations

Conversation Templates (ADVANCED LEVEL)



This template will help you work on resolving and reflecting on work situations.

Example: The company you work at has recently gotten more clients, meaning all workers have more tasks to complete. Due to the increase in assignments, there has been more stress in the office. You are called in to talk about how your job is going.

Manager: Hello, how are you doing?

Response:

Manager: Today I want to talk about how your tasks have been going. How have you been handling your new responsibilities this week?

Response:

Manager: Describe what types of challenges you have faced. How have you and your coworkers felt in terms of stress?

Response:

Manager: I heard that there has been some tension between some of your coworkers. Have you had problems with anyone?

Response:

Manager: Has the new amount of work been manageable?

Response:

Manager: What can I do to make your job more manageable?

Response:

Manager: Do you have any recommendations for solving high-stress in the workplace?

Response:

Manager: Do you have any questions?

Response: