Opposition Playbook
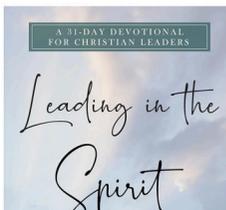
Wisdom for Hard Rooms

Spot the pattern. Protect your peace. Move the work forward. **from Leading in the Spirit, Vol.** 1

> 🗒 **Disclaimer:** This resource offers practical language and structure. For legal/HR matters, follow your company policy.

🔲 **Amazon.com** ↗

Leading in the Spirit: Foundation for Leadership (Leaders...

Leading in the Spirit: Foundation for Leadership (Leadership for

How to use this

1 — Name the pattern you're facing

2 — Set guardrails (docs, tone, witnesses)

3 — Pick one script and deliver it calmly

4 — Record outcomes and choose the next move using the decision tree

SECTION 1: FOUNDATION

Setting Up for Success

Establish the groundwork with diagnostic tools and protective guardrails before engaging in difficult conversations.

Quick diagnostic (circle or tick)

Pattern:

- Undermining ☐
- Credit-stealing ☐
- Blocking ☐
- Gossip/triangulation ☐
- Public shaming ☐

Proximity:

- Peer ☐
- Manager ☐
- Cross-functional ☐
- External ☐

Risk today:

- Low ☐
- Medium ☐
- High ☐

Proof on hand:

- Docs ☐
- Emails/Chats ☐
- Witnesses ☐
- None yet ☐

Your state:

- Calm ☐
- Triggered ☐
- Tired ☐
- Pressured ☐

Guardrails (do these first)

1	**Document facts**
	Keep a dated decision log; summarize agreements within 24h.

2	**Default to written recap**
	"Recapping decisions from today..." (see template below).

3	**Avoid side channels for conflict**
	Keep tough topics in the main thread.

4	**Bring a witness for sensitive meetings**
	(peer/mentor/HR).

	Pray for timing and tone

SECTION 2: COMMUNICATION

Scripts & Decision Framework

Ready-to-use scripts for difficult conversations and a clear decision tree to guide your next steps.

Scripts (pick and adapt)

Re-center facts (when narratives drift)

Short: "Let's anchor on facts: on [date], we agreed to [X]. That's what I'm executing."

Expanded: "For accuracy, the plan captured on [date] was [X] because [Y outcome]. If we're changing direction, let's record the new decision and owners now."

Reclaim clarity/credit (without heat)

Short: "Appreciate the build. To recap, the approach I proposed was [X]—happy to co-own next steps."

Expanded: "Thanks for extending the idea. For clarity, the original proposal on [date] was [X] to achieve [Y]. I'll lead [A]; could you own [B] so we move faster?"

Boundary without escalation

Short: "I'm not comfortable with that framing. Here are the facts."

Expanded: "I'm not comfortable with that framing. For accuracy, here's what happened on

Decision tree (choose one next step)

Low risk (misunderstanding, mild friction)

Use Re-center facts → recap email → proceed.

Medium risk (repeat behavior, momentum drag)

Boundary script → witness for next meeting → recap with owners/dates.

High risk (reputation/mission harm, harassment)

Stop debate → escalate with clean facts → involve manager/HR → follow policy.

SECTION 3: MEETING MANAGEMENT

Structure & Documentation

Tools for running productive meetings and capturing decisions with clear templates and ground rules.

Meeting ground rules (state upfront for tough rooms)

"To keep us fast and fair, I'll capture decisions live: owner + date. If feedback comes up, keep it specific and tied to outcomes."

→   One speaker at a time.

→   Stay on the decision question.

→   Options with pros/cons, then commit.

→   Decisions captured live (owner + date).

→   No labels, only specifics.

Live note template (capture as you go)

Decision: _____

Owners: _____

By: _____

Risks: _____

Mitigation: _____

Recap email (paste-ready)

Subject: Clarification & Next Steps — [Project/Date]

Here's the agreed plan from today:

Decision: [A/B/Path chosen]

Owners: [Names]

Due: [Date]

Risks/Mitigation: [1–2 lines]

For accuracy, noting prior context: on [date], the original proposal was [summary] aimed at [outcome].

If anything's off, reply by [time window] today.

Evidence pack (use if escalation is needed)

Create a single doc with:

- Timeline of key events (dates only, bullets).

- Decision log excerpts (paste from recaps).

- Screenshots/emails (label each with date and 1-line context).

- Impact summary (missed date, cost, morale risk—1–3 lines).

- Your remedies already attempted (boundary set, witness, recap).

SECTION 4: SELF-CARE & WISDOM

Protecting Your Peace

Essential practices for maintaining your well-being and making wise decisions about when to engage or step back.

Personal aftercare (protect your peace)

Short prayer

"Steady my tone, guide my timing, guard my heart."

Reset ritual

5 deep breaths → 5-minute walk → 1 glass of water.

Reflection

What worked? What boundary next time?

Support

Ping a mentor/peer; don't carry it alone.

Team care
(if conflict spilled over)

1 Acknowledge briefly: "That was tense. Here's what we decided and how we'll keep it constructive."

2 Reaffirm norms: facts, outcomes, live decisions.

3 Invite safety: private 1:1s for concerns.

When to release vs. when to stand

Understanding when to yield and when to assert is crucial for effective collaboration.

Release when:

- The conflict is ego, not mission
- The cost of winning the argument exceeds the value
- Leadership has decided another direction

Stand when:

- Silence harms the mission or people
- Safety or integrity is at risk
- The work will fail without a clear decision

One-page checklist (printable)

- [ ] Named the pattern calmly

- [ ] Documented facts/decisions

- [ ] Used one script (no extra heat)

- [ ] Captured decision live

- [ ] Sent recap email

- [ ] Filed evidence pack (if needed)

- [ ] Self/Team aftercare done

- [ ] Chose next step (proceed / boundary / escalate)

Hard rooms don't define your calling. Lead with clarity, keep receipts, and protect your peace.

Next step: Leading in the Spirit, Vol. 1 (+ Companion Workbook) — continue the 31-day journey.

Community: Join the WhatsApp group for support and practice.
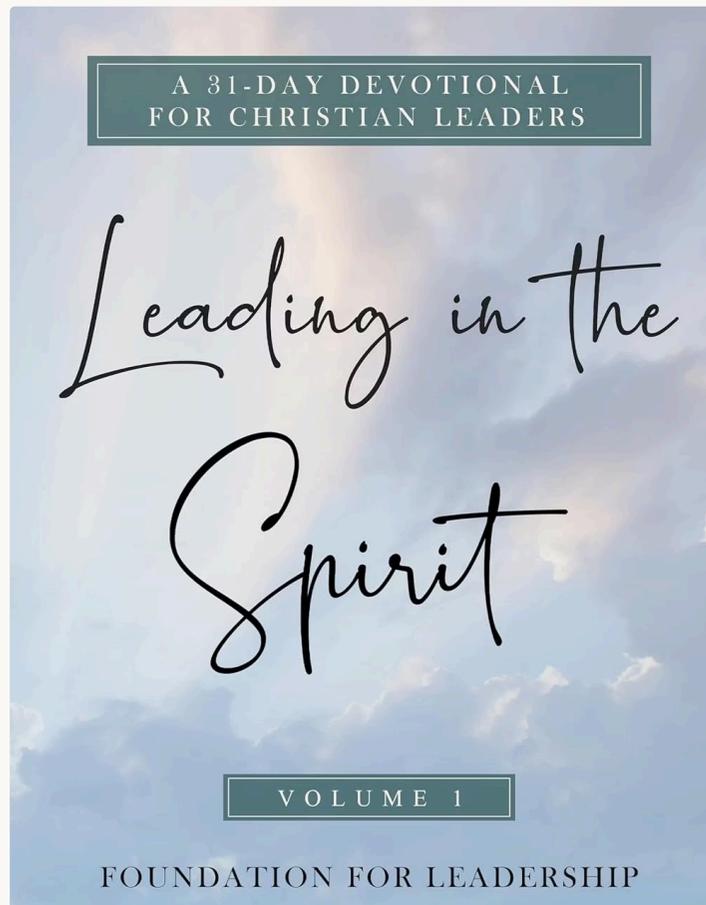
Leading in the Spirit, Vol. 1 (+ Companion Workbook)

Deepen your leadership journey with this comprehensive guide. The 31-day journey combines spiritual insights with practical exercises, helping you navigate professional challenges and cultivate resilience. The companion workbook provides interactive prompts and reflection space to apply these principles directly to your life and work.

Get the book   Join Community