



# Having trouble talking to your boss?

Talking about a problem at work may seem hard, but it doesn't have to be.

## Meet Linda.

Linda is an international student who works part-time at a café. She enjoys the job, but has never been given a payslip. Linda is worried that she doesn't have a record of her pay and hours worked. She knows it's not right, so she decides to speak to her boss, James.

See how Linda turns a hard conversation into a good outcome!



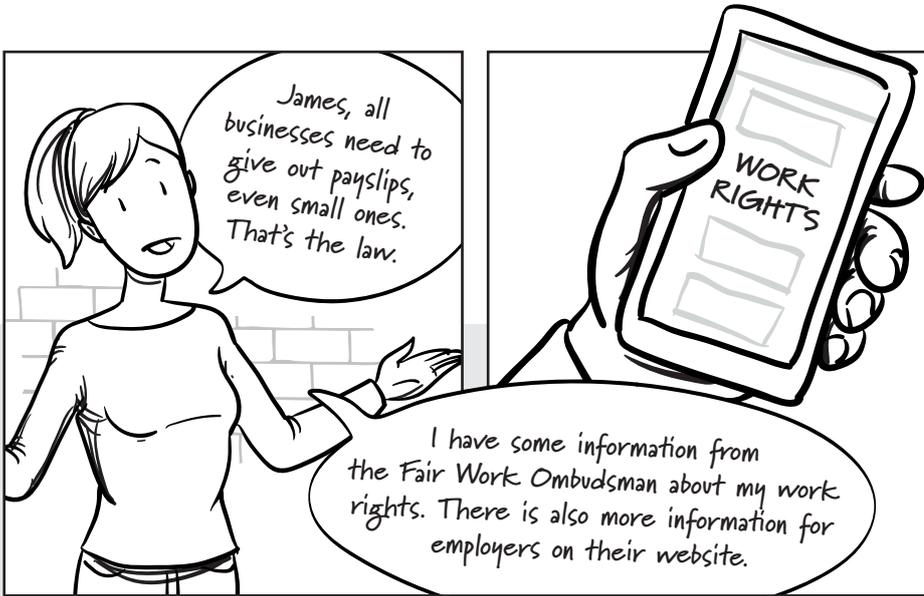
### What did Linda do here?

- Linda completed the Fair Work Ombudsman's online course on how to have a conversation with an employer. This is available at: [www.fairwork.gov.au/learning](http://www.fairwork.gov.au/learning).
- She also did some research on the main points she wanted to discuss.
- Then, she booked a time to talk with her boss.



### What did Linda do here?

- Linda listened to her boss to find out what he was thinking.



### What did Linda do here?

- Linda knew her rights, and had a solution ready to discuss with her boss.



### What did Linda do here?

- Linda was happy with the result.
- She thanked her boss for taking the time to chat and find a solution.

That was a great result for Linda, but solving problems at work might not always be easy.

If you or someone you know need more help with a problem at work, visit [fairwork.gov.au/internationalstudents](https://www.fairwork.gov.au/internationalstudents).

You can also contact the student support services at your education provider, or a community legal centre.

Remember the ABC's of having a hard conversation at work.

## A

### Always prepare

Do your research, know the facts, and have your notes ready.

## B

### Book a time

Request time with your boss to talk about your problem.

## C

### Communicate well

Listen, stay calm and work with your boss to find a solution.