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.
- 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.
James, all businesses need to give out payslips, even small ones. That's the law.

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. 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.