**Conflict Resolution**

*In order to resolve conflicts in a working place or any other professional/non professional situations, one must possess great communication skills.*

* Is there a correct way to handle conflict?
* What are the effects of poor conflict management?

Conflict in the workplace might be unavoidable, as employees have different personalities, goals, and opinions. Conflict management is one of the core/main trainings we offer for managers and supervisors. Learning how to handle conflict efficiently is a necessary skill for anyone in management. Conflict resolution is only a five-step process:

**Step 1: Identify the source of the conflict.** The more information you have about the cause of the conflict, the more easily you can help to resolve it.

To get the information you need, use a series of questions to identify the cause, like, “When did you feel upset?” “Do you see a relationship between that and this incident?” “How did this incident begin?”   
  
As a manager or supervisor, you need to give both parties the chance to share their side of the story. It will give you a better understanding of the situation. As you listen to each disputant(arguer), say, “I see” or “uh huh” to acknowledge the information and encourage them to continue to open up to you.   
  
**Step 2: Look beyond the incident.** Often, it is not the situation but the perspective on the situation that causes anger and ultimately leads to a shouting match or other visible—and disruptive—evidence of a conflict.   
  
The source of the conflict might be a minor problem that occurred months before, but the level of stress has grown to the point where the two parties have begun attacking each other personally instead of addressing the real problem. In the calm of your office, you can get them to look beyond the incident to see the real cause. Once again, probing questions will help, like, “What do you think happened here?” or “When do you think the problem between you first arose?”

**Step 3: Request solutions.**After getting each party’s viewpoint on the conflict, the next step is to get each to identify how the situation could be changed. Again, question the parties to solicit(offer) their ideas: “How can you make things better between you?”   
  
As counselor, you have to be an active listener, as well as a good reader of body language.   
  
Just listen. You want to get the disputants to stop fighting.  
  
**Step 4: Identify solutions both disputants can support.** You are listening for the most acceptable course of action. Point out the merits of various ideas, not only from each other’s perspective, but in terms of the benefits to the organization.

**Step 5: Agreement.** The mediator/advisor needs to get the two parties to shake hands. However, it might be sufficient to meet with the individuals and have they answered these questions: “What action plans will you both put in place to prevent conflicts from arising in the future?” and “What will you do if problems arise in the future?” 