

5 TIPS

*to avoid
workplace conflict*



1

Deal with it Quickly

Allow time for everyone to calm down, but work to resolve the issue quickly and kindly.

2

Get to the Source

Don't just deal with the symptoms of the conflict, aim to get to the source.

3

Don't Assume

Making assumptions can be detrimental to resolution. Don't assume others intentionally tried to cause conflict.

4

"Actively" Listen

Listen without interrupting, ask questions for clarification and seek to understand others' perspectives.

5

Seize the Opportunity

Conflict is an opportunity to learn and grow as an individual and team. Be humble and positive!

