



## CONFLICT INCIDENT REPORT

### Incident Details

| Detail                           | Description  |
|----------------------------------|--|
| <b>Date and Time of Incident</b> | 2024-09-17 12:29   |
| <b>Involved Staff Members</b>    | Staff Member A, Staff Member B   |
| <b>Nature of the Conflict</b>    | Disagreement over task allocation and responsibilities. Both staff members believed the other was responsible for completing a specific task, resulting in the task being left incomplete.                                       |
| <b>Task Description</b>          | A project task that was critical to the overall project timeline was left incomplete due to a misunderstanding of roles and responsibilities between Staff Member A and Staff Member B.  |
| <b>Impact of the Conflict</b>    | The task not being completed on time caused a delay in the project's progress and affected the team's ability to meet its deadlines. This led to decreased productivity and a temporary breakdown in team collaboration.         |
| <b>Immediate Actions Taken</b>   | A meeting was called by the project manager to address the issue. Both staff members were asked to provide their perspectives on the misunderstanding. The task was reassigned with clear responsibilities to ensure completion. |



## **Recommendations for Resolution**

1. Clearly define and communicate task responsibilities at the beginning of each project.
2. Implement a task tracking system to monitor task allocation and progress.
3. Conduct regular check-ins to ensure team members understand their roles and responsibilities.
4. Provide conflict resolution training to help staff members address and resolve disagreements constructively.