
CONFLICT RESOLUTION FORM

The following table consolidates all sections into a single, comprehensive document, ensuring that all relevant aspects of conflict resolution are captured and easily accessible:

Date of Conflict	Parties Involved	Conflict Description	Impact on Team / Organisation	Steps Taken	Date of Action	Involved Parties	Outcome of Action	Final Outcome	Follow-Up Actions	Responsible Person(s)	Follow-Up Date

Usage instructions:

1. **Conflict Details:** Document the date the conflict occurred, the parties involved, a detailed description of the conflict, and the impact it has had on the team and organisation.
2. **Resolution Process:** Provide a detailed account of the steps taken to resolve the conflict, including methods employed, any third-party involvement, and outcomes achieved at each stage.
3. **Outcome and Follow-Up:** Record the final resolution of the conflict and list any necessary follow-up actions, identifying the responsible persons and the specific follow-up dates to ensure accountability.

Additional Instructions:

- **Conflict Details:** The first four columns provide space to detail the nature of the conflict, identifying the key players and outlining how the conflict affected the team or organisation.
- **Resolution Process:** The middle four columns outline the steps taken to resolve the conflict, ensuring that each action is documented with dates, involved parties, and outcomes. This section helps create a transparent record of efforts made to resolve the issue.
- **Outcome and Follow-Up:** The final four columns summarise the overall outcome of the resolution process and any necessary follow-up actions. The responsible persons and follow-up dates ensure that long-term resolutions are monitored and evaluated for effectiveness.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

info@trendie.com.au 

www.trendie.com.au 