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## CONFLICT RESOLUTION WORKSHEET TEMPLATE

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This comprehensive Conflict Resolution Worksheet is designed to guide all parties through the process of identifying, addressing, and resolving conflicts in a structured and methodical manner. By documenting all aspects of the conflict and the resolution strategies, it serves as a key reference point for ensuring accountability, follow-through, and the promotion of a collaborative and positive organisational culture.

<b>Date</b>	
<b>Parties Involved</b>	
<b>Conflict Description</b>	
<b>Context / Purpose</b>	
<b>Issue</b>	
<b>Party 1 Perspective</b>	
<b>Party 2 Perspective</b>	
<b>Resolution Strategy</b>	
<b>Agreement Reached</b>	
<b>Responsible Person(s)</b>	
<b>Timeline</b>	
<b>Follow-Up Action Item</b>	
<b>Follow-Up Timeline</b>	
<b>Status</b>	
<b>Notes/Comments</b>	



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- 1. Conflict Overview:** Start by documenting the essential details of the conflict, including the date, parties involved, a brief description of the conflict, and the context in which it arose.
- 2. Issues and Perspectives:** Identify key issues from each party's viewpoint to understand the different perspectives involved.
- 3. Resolution Strategies:** Develop and record strategies to address the identified issues, detailing the agreements reached, responsible individuals, and timelines.
- 4. Follow-Up:** Outline follow-up actions to ensure effective implementation of the resolution and continued progress monitoring.
- 5. Completion:** This worksheet should be used throughout the resolution process to maintain clarity, accountability, and foster a positive outcome.

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