**Conflict Resolution Record**

Due to the nature of the task, which requires teamwork, creativity, and problem-solving, a conflict resolution strategy is essential. Conflicts can impair team morale, cause misunderstandings, and disrupt production if there is no clear procedure in place to resolve them. A well-organized conflict resolution strategy will help promotes a polite, healthy workplace, guarantees fair communication, and aids in addressing problems early.

**Methods of Proactive Prevention:**

* defining the tasks and duties of the team in detail.
* establishing clear expectations and goals at the beginning of the project.

**Techniques for Early Detection:**

* checking in with team members one-on-one on a regular basis.
* retrospectives of the team following project milestones.

**Record-keeping and Documentation:**

* Keep a safe record of all disputes, mediation procedures, and settlements.
* Make use of template for resolution agreements, mediation summaries, and incident reports.

**Measuring Effectiveness:**

* monitoring the kind and frequency of disputes.
* tracking team happiness and performance after the resolution.
* obtaining opinions about the dispute settlement procedure.

***Template:***

**1. The incident occurred on [insert date].**  
 **2. Participating Team Members:**  
[List roles and names]  
  
**3. Issue Description:**

[Shortly explain what transpired and how it was discovered]  
  
**4. Type of Conflict:**

☐ Accountability & Participation

☐ Teamwork & Communication

☐ Project Performance

☐ Ethics & Values

☐ Other: [Explain]  
  
**5. Effect on Team/Project:**

[Explain any repercussions or hazards brought on by the dispute]  
  
**6. Resolution Procedures:**

[What steps were decided upon and who was in charge?]  
  
**7. Requirement for Follow-Up:**

☐ Yes

☐ No  
[If so, explain what needs to be followed up on and when.]  
  
**8. Conclusion & Thoughts:**

[What was the outcome? Was the problem fixed? What could be done better the next time?]  
  
**9. Notes/Comments:**

[Any further suggestions from the facilitator or other team members]