

## GRIEVANCE PEACE SEEKING FORM

ॐ श्रीगणेशाय नमः

ॐ श्रीसरस्वत्यै नमः

ॐ नमो गुरवे नमः

om śrīgaṇeśāya namaḥ

om śrīsarasvatyai namaḥ

om namo gurave namaḥ

salutations to gaṇeśa – the remover of obstacles

salutations to sarasvatī – goddess of speech, learning and all  
creative endeavors

salutations to the guru, to the teacher

~ \* ~ \* ~ \* ~ \* ~ \* ~ \* ~ \* ~ \* ~

A quote from our teacher, Shri Brahmananda Sarasvati :

“Every member of the Ashram should behave toward others  
with great respect, great compassion,

patience, courtesy, love, regardless of class, creed, color,

religion, dogma, nationality, or sex. The main

aim of Ashrams is to bring out universal brotherhood, to form a  
spiritual United Nations, to promote

the progress, prosperity, and welfare of the entire world. This

welfare must be in all areas, physical,

mental and spiritual, individual and universal.”

## **GUIDELINES FOR CONFLICT, RESOLUTION PROCESS**

**In order to create an effective resolution process, the PKC (Peace Keeping Committee) suggest these steps.**

1. When one is in need for an intervention, they should officially come to ask for help by requesting it (from management or board).
2. The second person or persons involved in the matter will be invited to fill out forms and attend. If this is not done, the process can not be completed satisfactory.
3. All parties are given the forms included in "The Conflict Resolution" packet and are required to fill them out. \*\*Please note that the self-inquiry form is private, for your eyes only, and it is for personal use (you can fill it out in writing, meditate on the answers, sit with the questions, etc.). This self-inquiry form will not be returned to the committee.
4. The PKC will create a face-to-face meeting with all parties involved by finding a mutually accepted date and time.
5. The PKC will use the "10 Commandments for Successful Communication" as a step-by-step process to resolve the issue at hand.
6. Everything discussed in the face-to-face meeting will be asked to remain confidential.
7. We will use this form to write positive results received from the process or any other constructive feedback.

Comments\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:

Telephone:

What attracted you to visit/stay here?

Have you read the entire page 1 of this form?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

---

---

---

---

---

---

## SELF INQUIRY FORM

Before you bring up a conflict, dispute or misunderstanding to another person, it is important to take a little time and sit with yourself, so you can become clear about your feelings, perceptions and reactions.

**This form is intended to help you with this process. This form is for private and personal use and will not be returned to the committee.**

Below are 4 steps that will help you become clear and concise about your current experience. After every step, take a minute and write your thoughts or feelings in the space provided.

### **Step 1: How am I feeling about this situation?**

Take a minute to really let yourself feel your feelings fully. Refrain from judging or analyzing yourself. This is a moment to just feel what you feel.

### **Step 2: Meditate on the origin of your feelings.**

Do your feelings feel familiar? Have you felt like this times before? Can you see a connection between past events, experiences and reactions and your emotions in the current case?

***Many times we get triggered because of old experiences. It is important to make that connection.***

**Step 3: Ask yourself, “What do I need most in this situation?”**

For example, do I need support? Do I need to be listened to and acknowledged? Do I need respect? Consideration? Do I need practical help? Etc.

**Step 4: How can I support myself first before I address the other person?**

Example: Would it help me to write down my specific requests and needs? Do I need to give myself some encouragement and emotional/spiritual support? Do I need to confide with a close friend? Do I need to find a way to release some of my feelings by writing, meditating, moving, sounding, etc.?

*If you have taken yourself through these steps, notice how you currently feel about the specific situation as well as the person that you are going to dialogue with.*

**YOU ARE MUCH MORE READY NOW TO BE SUCCESSFUL IN  
RESOLVING YOUR CURRENT SITUATION.**

# 10 COMMANDMENTS FOR SUCCESSFUL COMMUNICATION

## Guidelines for Effective Non-violent Communication Workshop

by Nomi Bachar

- 1) **Commit to creating a successful dialogue** by creating a safe place for sharing. A place where both sides will be heard, both sides have the right to their feelings and perceptions. One must be willing to: drop expectations, judgments, desire to manipulate and/or control (things being right or wrong).
- 2) **Be with your reactions** before you start communicating with another person about your feelings or thoughts – especially when you find yourself in an emotionally reactive state. Sit with yourself and find out what are you really feeling, and connect with your deepest need in this situation. Find out the source, the history, and the nature of your feelings. Entertain the idea that you are responsible for your feelings and for attending and supporting your feeling-self.
- 3) **Right time / Right place.** Make sure you and your conversation partner choose an appropriate time and space to have an important conversation. State the topic of conversation as a solid focus. Create together the right conditions for the conversation. This includes agreeing that each one of you will get a listening time and sharing time. One important condition is when you are in the listening position, try your best to enter the other person's shoes (be in their space, see from their perspective).
- 4) **Speak using the four magic "I"s** (I feel, I need, I want, I think). When you describe your feelings use "I"s instead of "You"s - sharing your feelings as subjective experiences. Avoid blame, attack, making someone feel guilty, and other manipulations. Stay as vulnerable, direct, and authentic as possible.
- 5) **Ask to be mirrored.** Ask your partner to echo to you what they understood from your communication. In other words, check with each other that the message was clearly and fully understood. Your partner does not need to agree with you, but they acknowledge that they heard you.

6) **Invite your conversation partner to share.** After your turn, allow your partner a space to share their feelings and thoughts, and you become the listener. If it is needed remind them to speak from their subjective experience (magic “I”s).

7) **Mirror your partner and complete communication.** Echo to your partner what you understood from their communication. This means that if you did not clearly receive their communication, you need to ask them to repeat what it is that they mean until both parties feel that the communication is understood. Acknowledge to each other that everything that needed to be said at that point was communicated and understood. If there are any residues you might need additional rounds of communication to complete. Has everything that is pertinent to the specific topic been said that needs to be said?

8) **Show appreciation.** Do whatever you can to validate your partners. Use listening and mirroring skills, show respect and consideration. You can still maintain your beliefs and go for them. One has nothing to do with the other.

9) **Learn to negotiate.** After all is said acknowledge your partner, and sit together in silence for a few minutes. Allow the new space of understanding that was created to be. You might feel much more open, safe, and relieved, and as a result of that there would be new layers of feelings coming up. Discuss the possibility of creating win-win situations so it’s best for all involved.

10) **Be open to new possibilities** of your relationship going to a different level. Create new context by creating new agreements, negotiations, and creative solutions. Let go of the need to be right, in control, or on top. Connection and the exchange of understanding are so much more fulfilling and yield better results. Stay open to possibilities that you might not have perceived before.