**8 Ways To Handle A Conflict With A Coworker**

* Don't Gossip About The Conflict. ...
* Address The Conflict Sooner Rather Than Later. ...
* Discuss The Problem Face-To-Face. ...
* Try To Find Common Ground. ...
* Keep An Open Mind And Listen. ...
* When It's Your Turn To Talk, Stay Calm. ...
* Know When You Need To Involve A Third Party. ...
* Learn From Both The Conflict And The Resolution.

**7 Steps For Dealing With Angry Customers**

* Remain calm. When a customer starts yelling or being otherwise rude, there is nothing to be gained by responding in a similar manner. ...
* Don't take it personally. ...
* Use your best listening skills. ...
* Actively sympathize. ...
* Apologize gracefully. ...
* Find a solution. ...
* Take a few minutes on your own.

**How to Handle Conflict in the Workplace**

1. Talk with the other person. ...
2. Focus on behavior and events, not on personalities. ...
3. Listen carefully. ...
4. Identify points of agreement and disagreement. ...
5. Prioritize the areas of conflict. ...
6. Develop a plan to work on each conflict. ...
7. Follow through on your plan. ...
8. Build on your success.

**In Review: Dealing with Difficult Stakeholders**

1. Accept their authority, don't fight it.
2. Remove negative emotions.
3. Understand their negativity.
4. Ask for advice and listen.
5. Be tactful and honest.
6. Make them feel good.
7. Tailor your communication.

**7 Steps To Accept Tough Situations In Life**

1. Acknowledge the Situation. Sometimes people try to stay in denial when they face a tough situation. ...
2. Develop a Plan. Brainstorm potential ways to deal with the situation. ...
3. Seek Help When Necessary. ...
4. Change What You Can. ...
5. Identify What You Can't Change. ...
6. Develop Coping Skills to Deal with Your Feelings. ...
7. Focus on What You Can Gain.

**Here's 9 tips which I've found to work in dealing with such people:**

1. Be calm. ...
2. Understand the person's intentions. ...
3. Get some perspective from others. ...
4. Let the person know where you are coming from. ...
5. Build a rapport. ...
6. Treat the person with respect. ...
7. Focus on what can be actioned upon. ...
8. Ignore.

<https://www.youtube.com/watch?v=gfTS6LGz7CU>

<https://www.youtube.com/watch?v=HfNeTeFlwfQ>

<https://www.youtube.com/watch?v=bOSHfKBMi58>

<https://www.youtube.com/watch?v=iV4BAQCBpF4&app=desktop>

<https://www.youtube.com/watch?v=H25RnmslChI&app=desktop>

<https://www.youtube.com/watch?v=lpXFY59WZb0>

90

<https://www.youtube.com/watch?v=y0Y91kjiS1I>

<https://youtu.be/FCk_6bXyMGY?list=PLBBVnbOhOQpVjKnURwtAeEbla9EyckUCj>

<https://www.indeed.com/career-advice/interviewing/questions-to-ask-in-an-interview>

<https://www.youtube.com/watch?v=5IQUvNFRgRg>

<https://www.youtube.com/watch?v=Y95eI-ek_E8>

<https://www.youtube.com/watch?v=GYsEGMAPG7Q>

I like to see the first 90 days in three 30-day phases. During the first phase, it’s all about building trust and rapport, learning what everyone does well and what they need to succeed. In the second phase, I look to refine the team’s work habits and enhance productivity, and in the third phase, the focus turns to global efficiency and making our department work more effectively alongside others.

The first thing I’ll do is to meet with my boss to get a clear understanding of her expectations and the challenges and projects that are most important to address.  I will learn what my boss expects from me, and how she measures success in the role. Next, I will meet with members of the team, and other coworkers to understand how the position fits in with the larger team. Finally, I will take the time to complete training on all aspects of the position, so I have the knowledge needed to get to work.”

* **Introduction:** An overview of what you would like to accomplish the first three months on the job.
* **30-Day Plan/First 30 days on the job:** During the first 30 days on the job, time is spent attending training, meeting team members, learning the organization’s systems and its products and services, reviewing procedures and client accounts.
* **60-Day Plan/First 60 days on the job** : Studying best practices in the industry, setting goals for the next 30 days, meeting with supervisor to gather feedback, building relationships with your colleagues, identifying potential mentors, reviewing the efficiency of company processes and procedures, visiting other department, and continuing to attend training.
* **90-Day Plan/First 90 days on the job:** Obtaining feedback on new processes and procedures, implementing new strategies and procedures, and addressing the three strategic initiatives.

**90-Day Plan/Third Month on the Job**

**Meet with your manager to gather feedback** on how you performed during the second month on the job. Discuss what you must accomplish during the third month on the job and adjust your 30-60-90 Day Plan. By now you know what is going on in the organization, and the things that are important to your manager. You also know what is keeping your manager up at night, so when you meet, have some ideas and possible solutions to share.  
**Establish short- and long-term goals** based on your conversations with your manager. Goals must align with the organization’s strategic priorities, address biggest challenges, and utilize strategies to explore unexploited opportunities in the market.  
**Solidify the coalitions you have been building** with your peers and direct reports. Find ways to demonstrate that you are reliable and worthy of their trust. Do what you say you are going to do when you say you are going to do it. Continue to seek their input and advice. And offer to assist whenever you are able, even if it means arriving earlier or later. You want to be seen as someone who is helpful.  
**Use milestones to gauge the progress you have been ma**king. Map and track the aspects of your responsibilities that are getting done.  
**Adapt a lifelong learner mindset**, and seek ways stay on top of trends and technologies that can transform the industry or your job function. Whenever you learn new information that will be helpful to others, share it. Information is better shared because more people can act on it.  
**Solicit feedback on new procedures** that you have introduced. Are they working? Do you have to make changes to them? Develop and implement new strategies or procedures to continue to increase productivity and efficiency.  
**Manage your career** by joining business associations, professional societies, and industry-related organizations. Stay in touch with the network that you created in conducting your job search, and look for opportunities where you can help them in return. You have now been on the job for two months so you have a sense of the things that are important to your boss, so help your boss achieve an important goal. For instance, you know projects that are important to your boss, so offer to assist her, and do so on your own time.  
**Keep a record of what you have accomplished** to share with your manager at your 90-day review session. Include significant accomplishments, problems you solved or solutions you introduced, performance standards you achieved, and projects you successfully completed. How will you reward yourself for accomplishing what you set out to do?

* **Meet with your manager to gather feedback** on how you performed during the first 30 days on the job. Discuss what you must accomplish the second 30 days on the job, and make the necessary updates to your 30-60-90 Day Plan. Now that you have been listening, and assessing the lay of the land, now it is time to contribute to the conversation, offering some suggestions based on what you are hearing from your manager. Offer to take on some tasks outside of your responsibilities.
* **Invest in some early wins** to demonstrate to your manager and colleagues they made the right choice in hiring you. What are some short, but important projects that you can work on?
* **Review the efficiency of company processes and procedures** and work with your boss to establish procedures for addressing any issues that you noticed.
* **Continue to build relationships with your colleagues**, scheduling more meetings with them and finding ways to connect with them or helping them.
* **Visit other departments** to build relationships, to get an understanding of how the organization works as a whole, and how the work they do impacts the work you do.
* **Evaluate customer feedback** either by reviewing satisfaction surveys or sources of customer input, or by meeting with them to solicit feedback directly. Pay attention to trends in their satisfaction with the company and make suggestions for what you can do to improve service.
* **Perform all your responsibilities**, and not only the ones that you enjoy or are very good at. Prioritize your responsibilities based on their importance to the organization and not on your preference. If you are weak in one of the core areas, work on developing skills in that area.
* **Continue to adapt in your new role**. Your role may have evolved since the interview, be flexible, determine what skills you need to grow into the role, then acquire those skills if you do not already possess them.
* **Continue to attend training** to understand how to perform in your role effectively.

“What would you do in your first 90 days in this position?” For this question, the interviewer is trying to find out how you solve problems and set goals. This is a great opportunity to establish to a company that you can manage your time, quickly get up to speed, and hit the ground running.

First, approach this question — and indeed, every interview question — as an **audition**. Imagine your interviewers running a movie in their heads where you are sitting working with their team, presenting to their boss, talking to customers or shareholders

///////////////////

Good responses to this type of question might include some of the following:

* I'll spend the first month learning as much as possible and getting to know the team I'll be working with.
* I'll work on cultivating positive relationships with co-workers.
* I plan to come in early and stay late in order to expedite my learning.
* I will ask my manager for suggestions of key employees to engage with.
* I'll ask lots of questions about goals and methods.
* I won't share my opinion until I understand what is being done and why it is being done that way.
* I will spend time learning from as many different staff members as possible to avoid being a burden to any one individual.
* I'll introduce myself to key partners in other departments and learn their expectations for someone in my role.
* I will focus my interaction on staff who are positive about the company and work environment.
* I will treat all staff with respect. I have found in the past that support staff, as well as management, have been very helpful as I adjusted to new positions.