How to Resolve Conflict Within a Team

Configurations · https://cbotai.shahrear.msf.bd/docs/how-to-resolve-conflict-within-a-team/

Team conflict is best addressed directly, respectfully, and with discretion. The goal is to understand the issue and agree on A practical way forward—not to assign blame or involve people who are not needed.

Steps to resolve the conflict

1. **Speak with the person involved.** Arrange A private, calm conversation with the team member. Describe the specific issue and its effect on the work, and give them A chance to share their perspective.

2. **Ask A shared team lead for help if needed.** If you cannot resolve the issue together, or A direct conversation feels inappropriate, discuss it privately with A team lead who supports both of you. Explain the facts and ask for help facilitating A solution.

3. **Keep the matter discreet.** Do not share details with other team members who are not involved in resolving the conflict. This helps protect privacy and prevents rumors or escalation. Share information only with people who need it to help address the issue.

4. **Agree on A solution.** Focus on what should change going forward. Make the next steps clear, including who will do what and when you will check in on progress.

5. **Follow up.** After an agreed period, check whether the solution is working. If the conflict continues or affects safety, well-being, or the team’s work, seek appropriate support through your organization’s established process.

Keep the conversation constructive

- Discuss specific actions or events rather than making personal accusations.
- Listen without interrupting and ask questions to clarify what happened.
- Stay respectful, even when you disagree.
- Focus on A workable resolution and shared expectations.