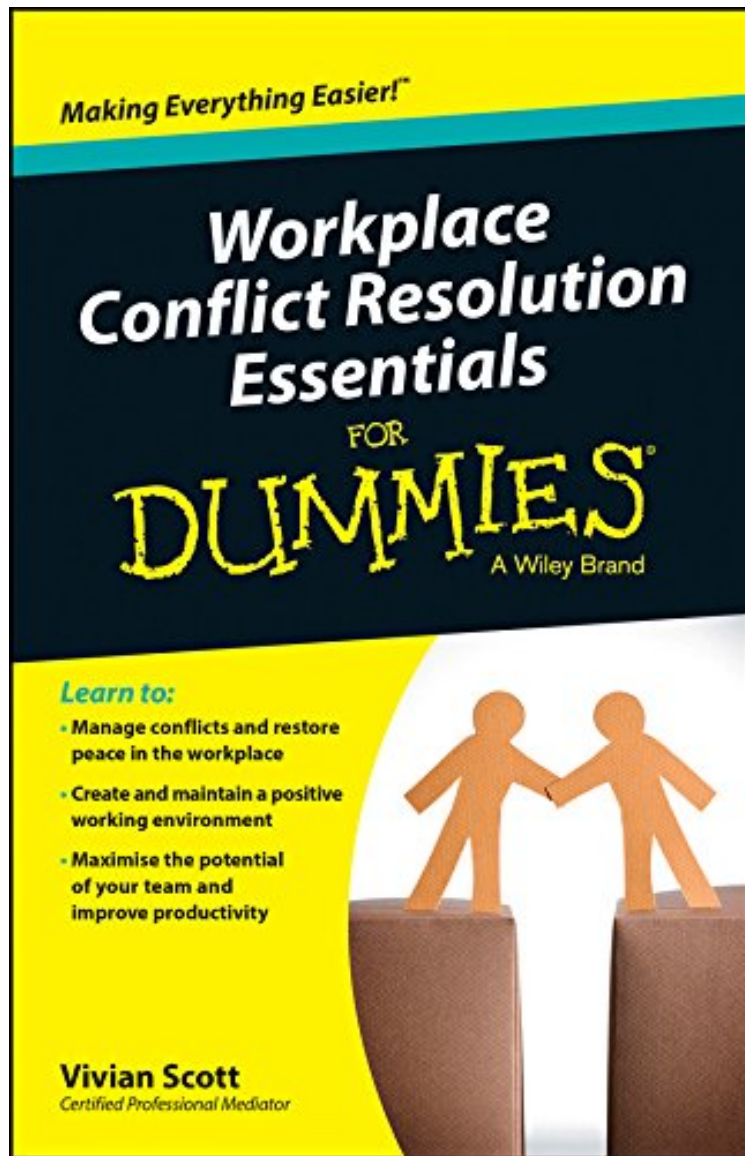


Workplace Conflict Resolution Essentials For Dummies

Vivian Scott

**Download PDF / ePub / DOC / audiobook / ebooks*



#662381 in eBooks 2014-12-09 2014-12-09 File Name: B00R039AJ2 | File size: 45.Mb

Vivian Scott : Workplace Conflict Resolution Essentials For Dummies before purchasing it in order to gage whether or not it would be worth my time, and all praised Workplace Conflict Resolution Essentials For Dummies:

Resolving conflict in the workplace? No problem! Working your way through a conflict in the office can present unexpected challenges, but there's no need to feel unprepared mdash; Workplace Conflict Resolution Essentials For Dummies has you covered! In the book, you'll find practical, expert guidance on various approaches to negotiating and

mediating a successful resolution for you and your team. You'll get coverage of negotiation techniques, mediation methods and solutions for managers and employees dealing with workplace conflict, and tons of tips on building and maintaining successful teams to work through existing conflicts and help avoid future disturbances. Encouraging colleagues to work together toward a common goal is an essential skill that all successful business professionals must possess. Rather than resorting to arguments, surrendering, running away or filing a complaint, this resource shows you how to address uncomfortable conflict in the workplace head-on, giving you the tools and advice you need to restore peace, prevent conflicts from ever starting in the first place, and maintain better productivity while boosting morale. Offers clear instruction for addressing conflicts, resolving disputes and restoring peace and productivity to the workplace Helps you find a solution and explore positive means for resolving conflicts Illustrates how working through problems within your team makes the workplace the positive environment it should be Provides guidance on developing the key negotiation and mediation skills you need to create a harmonious workplace Whether you're new to managing professionals, working your way up the corporate ladder or just want to brush up on your knowledge base, Workplace Conflict Resolution Essentials For Dummies has everything you need to ensure your workplace environment is positive and productive!

From the Back Cover Learn to: Manage conflicts and restore peace in the workplace Create and maintain a positive working environment Maximise the potential of your team and improve productivity Address conflicts, resolve disputes and restore peace Working your way through conflict in the office can present unexpected challenges, but there's no reason to feel unprepared. With this helpful guide, explore different approaches to negotiating and mediating a successful resolution for you and your team. Understand conflict at work — discover some contributors to conflict and tap into resolution expertise Find out what emotions bring to conflict — grasp why people think the way they do and how to process difficult situations Practice self-awareness — explore common managerial pitfalls and take a realistic view of your skills It's all about negotiation — encourage communication, work through resistance and meet privately with individuals Open the book and find: When to address conflict Help with starting a mediation meeting Tips for creating a working agenda Ways to assess the intensity of a conflict Guidance on designing a conflict resolution plan How to work with Human Resources Pearls of wisdom from professional mediators About the Author Vivian Scott is a Certified Mediator in private practice and volunteers at the Dispute Resolution Center of Snohomish Island Counties. She is a member of the Washington Mediation Association.