Print this list of conflict management process steps and post them up where you will see them regularly.

Conflict Management Process Steps

Step 1 – Describe what you want.

Step 2 – Describe how you feel about the situation.

Step 3 – Explain your reason for what you want in the situation.

Step 4 – Attempt to understand what the other person wants and feels.

Step 5 – Brainstorm potential agreements that would be beneficial to you and the other person.

Step 6 – Choose the agreement that seems the best for both.

Step 7 – Agree to abide by the conditions of the agreement.