# Conflict GAP ANALYSIS TEMPLATE

**Instructions:** Collaboratively work through each column as a team to systematically assess your current state, envision your ideal state, identify the obstacles and challenges impeding progress, and collectively agree upon solutions and behavioral adjustments to bridge the gap.

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| **CURRENT STATE*****Where are you now?*** | **DESIRED FUTURE STATE*****Where would you like to be?*** | **INDENTIFIED GAPS*****Identified causes between current and desired future state.***  | **SOLUTIONS AND ACTION PLANS*****Changes and shifts in behaviour to close the gap.*** |
| ***Example:**** ***Inadequate time for thorough debate and airing of concerns in crucial leadership discussions can lead to mistrust, dissatisfaction, and a lack of commitment and buy-in from team members.***
 | ***Example:*** * ***Ensure all team members have ample time to prepare, engage in critical thinking, express concerns, contribute ideas, and ultimately reach a robust decision that garners full commitment and support.***
 | ***Example:**** ***Lack of information gathering and sharing prior to leadership meetings.***
* ***Lack of time to consider shared information prior to leadership meetings.***
* ***Lack of time spent focused on debating all issues in leadership meetings, particularly when there is evident conflict or anticipated pushback.***
 | ***Example:**** ***Prioritize comprehensive information gathering before leadership meetings to ensure all relevant data and perspectives are considered.***
* ***Implement streamlined channels for sharing information among team members to foster collaboration and ensure everyone is adequately prepared.***
* ***Allocate ample time for leaders to review shared information before meetings to facilitate informed decision-making.***
* ***Set clear deadlines for submitting materials to allow for thorough review and reflection prior to discussions.***
* ***Dedicate focused time during leadership meetings to thoroughly debate all pertinent issues, especially those with potential conflict or anticipated pushback. (Ex: have everyone debate pros and cons of issues.)***
* ***Encourage an open and respectful environment where differing viewpoints are welcomed and thoroughly discussed to reach consensus or effective resolution strategies.***
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