# 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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