

Workplace Conflict Resolution Checklist

You Are Not Alone. We know every option can feel hard. This checklist can help you break down the problem, and take clear, informed steps forward.

1. Clarify the Type of Conflict You're Experiencing

General interpersonal tension or miscommunication

Workplace bullying (persistent, targeted mistreatment)

Discrimination based on a protected characteristic (race, gender, age, etc.)

Sexual harassment or inappropriate behavior

Other

2. Does this involve a protected class under law?

Race, color, national origin

Sex, sexual orientation, gender identity

Pregnancy

Age 40+

Religion

Other

3. How often is this occurring?

One-time event

Occasionally (sporadic incidents)

Frequently or ongoing

Daily/constant

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4. Assess the Impact: What has the impact been on your work or wellbeing?

Stress, anxiety, or mental health effects

Difficulty concentrating or loss of productivity

Avoiding work or specific people/places

Changes to career trajectory (assignments, promotions, hours)

Threats, retaliation, or feeling unsafe

Other

5. Document Everything: Keep a private, secure record that includes:

Who was involved

What was said or done (include direct quotes if possible)

Where and when it happened

Whether there were witnesses

Screenshots, emails, photos, or written documentation

Download a free [**Documentation template**](#)

6. Review Your Options - Consider:

Will this escalate the issue or expose you to risk?

Do I feel safe taking this action?

What support (emotional, strategic, legal) is available to me?

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7. Create and Execute a Plan

Review your HR policies – Understand your company’s procedures

Assess each option - The Wolf and The Bee User Guide -defines risks, tactics

Talk to an expert – Get strategic advice tailored to your situation

Clarify your goals - What outcome feels safest or most aligned for you?

Write down your plan - Define the steps you’ll take

Set a timeframe - Give yourself a realistic deadline to act.

Follow through and document

8. Follow Up and Reassess - After taking action:

What has changed?

Are things improving, staying the same, or getting worse?

Do you feel safer or more informed?

Do you need to escalate or adjust your plan?

Still Stuck?

Get expert guidance to build a clear, personalized path forward with the **Workplace Conflict Navigator**.