Congratulations on taking this important step towards resolving conflict(s) that impact you in the workplace!

This questionnaire contains some important questions for you to consider before your first workplace conflict resolution coaching session. This tool is meant to empower you to think, become intentional, and allow yourself the opportunity to reflect on yourself, the conflict(s) that you are experiencing in your workplace, and how the issues might be resolved.

 Think about who you are, the person/people that are involved in the conflict, the conflict itself, and what you would like to get out of the coaching sessions.

Take your time and answer the questions fully. Please submit as part of this intake form any additional documents about the problems that you are facing in your workplace.

Thank you for taking the time to reflect and share some more about yourself and the issues that you are facing at work.

I look forward to assisting you in coming to a resolution regarding the problem(s).

Warm Regards,

Nada Johnson, MSW

Certified Career Strategist, Workplace Conflict Resolution Specialist, Online Dating Coach

Client Information

|  |  |
| --- | --- |
| Full Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| City: | Click here to enter text. |
| Province:  | Click here to enter text. |
| Postal Code | Click here to enter text. |
| E-mail: | Click here to enter text. |
| Year of birth:  | Click here to enter a date. |
| Phone (day): | Click here to enter text. |
| Phone (evening): | Click here to enter text. |
| Cell: | Click here to enter text. |
| Emergency contact name and phone number: | Click here to enter text. |
| How did you learn about Potential Unlocked? |  |

**Section 1: Your Goals**

1. What are the three biggest changes you want to make in your life in the next 6 months?

 Click here to enter text.

1. What would prevent you from making these 3 big changes in your life, and why?

 Click here to enter text.

1. What are the three biggest changes you want to make in your life over the next 3 years and why?

 Click here to enter text.

1. What would prevent you from making these changes?

 Click here to enter text.

**Section 2: Self-Reflection**

1. What is your current role at the organization where you work?

Click here to enter text.

1. How do you feel about the conflict? (focus on your emotions)

Click here to enter text.

1. What are your thoughts on the conflict?

 Click here to enter text.

1. What are the key issues or concerns in this conflict?

 Click here to enter text.

1. What have you tried so far to resolve this conflict?

 Click here to enter text.

1. What are some potential solutions that could address this conflict?

Click here to enter text.

1. How do you think this conflict is impacting your work or your relationships with others?

 Click here to enter text.

1. What is the history of the relationship between you and the other party?

 Click here to enter text.

1. What are your feelings towards the other party?
2. What is the other party’s current role at the organization where you both work?

Click here to enter text.

**Section 3: Other Person’s Perspective**

1. What do you think the other person's perspective might be in this situation?

Click here to enter text.

1. What might be their reasons for acting in this way?

Click here to enter text.

1. How might they see your perspective?

Click here to enter text.

1. What would you like to see happen in this situation?

 Click here to enter text.

1. What do you think they need from you in this situation?

 Click here to enter text.

**Section 4: Exploring Potential Solutions**

1. What are some alternative ways to approach this conflict?

 Click here to enter text.

1. What would it take to reach a resolution that works in this situation?

 Click here to enter text.

1. What are the potential benefits of resolving this conflict?

 Click here to enter text.

1. What are the potential consequences of not resolving this conflict?

 Click here to enter text.

 **Section 5: Workplace Conflict Resolution Coaching Questionnaire**

1. What do you want to specifically achieve by working with me as your Workplace Conflict Resolution Specialist?

Click here to enter text.

1. What can I say to you when you are stuck that will help you move forward?

Click here to enter text.

1. What changes need to be made to help your Workplace Conflict Resolution Coaching journey be successful?

Click here to enter text.

 **Section 6: Personal**

1. What vision do you have for your life?

Click here to enter text.

1. List five adjectives that describe you at your best

Click here to enter text.

1. List five adjectives that describe you at your worst

Click here to enter text.

1. What are your 3 major concerns/fears about yourself?

 Click here to enter text.

1. What are your 3 major concerns/fears about life?

Click here to enter text.

1. What are you learning/accepting about yourself at present?

Click here to enter text.

**Section 7: Career Anchor Exercise**

Career Anchors \*

 Activity: Of the following 8 Career Anchors below, which two or three serve as motivators for you in your career, and why? Please circle the two to three Career Anchors that you resonate with and explain your rationale under each of them.

Please read here for more information about Career Anchors: [CareerAnchors.pdf](file:///C%3A%5CUsers%5Cnadaj%5CDownloads%5CCareerAnchors.pdf)

* **Security, stability, organizational identity**

Stability, long term, commitment, security, regular, loyalty, rooted, identifies more with company than a profession, alignment, identifies with job title, need to link to mission, vision, values, supportive, prestige, self-determination, resistant to change

* **Autonomy/independence**

 Independent, prefers to have a choice, discretion, do things their way, doesn’t take direction well, constrained by bureaucracy, likes being unique, likes unique and challenging jobs, loyalty to self, self reliance, responsibility, ownership, freedom to innovate, status, distinctive

* **Technical/functional competence**

 Proficiency, expertise, savvy, skill, command, judgement, knowhow, specialized, restricted, vocational, scholarly, scientific, very knowledgeable, identify with their expertise, strong self-concept, want to stay connected with their field, outstanding contributor

* **Managerial competence**

Advancement, decisive, authoritative, organizational, career growth, high income, estate building, enjoys situations of uncertainty, problem solving, influencer, leader, achiever, energized, proactive, responsibility, authority

* **Entrepreneurial/enterprising creativity**

Challenge, change, fix innovative, risk taker, problem solver, complexity, creativity, desire for personal gain and/or recognition, rooted in ownership, fast paced, few rules, innovation, will not stay with an organization a long time

* **Sense of service/dedication to a cause**

Service to others, helping providing comfort, supportive, caring, commitment to a set of values, personal recognition of a cause, world values or issues, the environment

* **Pure Challenge**

 Competitive, winning, being the best, reaching for the highest, challenge, problem solving, complexity, success, difficult, stimulating, assertive, daring, risk taker, multi-tasker, multi-project, fast paced

* **Life-style integration**

Mixture, balance, work life balance, personal wellness, lifestyle oriented, health conscious, family conscious, various interests, family friends, lifestyle is the major guide to achievement, diversity

 \*as presented at the Westman Human Resources Conference (Sept 2015)

**Section 8: Final thoughts**

Anything else you’d like to share about yourself at this time?

Click here to enter text.