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State Employee Assistance Program

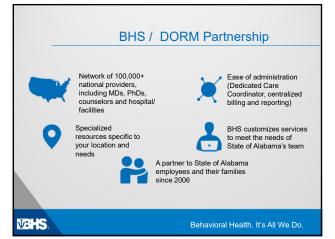
This presentation is part of the services provided by the State Employee Assistance Program through Behavioral Health Systems, Inc. The State EAP is administered and managed by the State Department of Finance's Division of Risk Management (DORM). If you have questions regarding the policy, procedures or services provided by this program, please contact the Program Coordinator, Kwatasian Hunt, at

kwatasian.hunt@finance.alabama.gov. You can also find more information about the State Employee Assistance Program on the Division of Risk Management's website at www.riskmgt.alabama.gov.

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Objectives

- ▶ Evaluate Types of Workplace Conflict
- Discuss Why Conflict Avoidance is Harmful
- Assess Constructive vs. Destructive Conflict
- Identify Strategies and Tools to Manage Conflict
- Review the BHS Resources Available to State of Alabama Employees and Dependents

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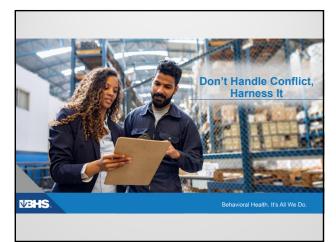
Workplace Conflict by Numbers

- ▶ 34% of workplace conflict is a result of workplace stress
- ▶ 33% of workplace conflict is a result of heavy workloads
- 27% of employees have seen personal attacks arise from conflicts
- 25% of employees have witnessed absence or sickness due to conflict
- 9% of employees have seen projects fail because of workplace conflict

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Harnessing the Power of Disagreement

- Leaders can see conflict as a revenue generating asset if they change their thinking and behavior toward conflict management
 - ▶ Change your thinking, change your approach
 - ▶ Listen well
 - Gain understanding through trainings
 - ▶ Train others
 - Create accountability

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Types of Conflict in the Workplace

- Interdependence Conflict
- ▶ Leadership Conflict
- Working Style Conflict
- Personality Conflict
- Background Conflict

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Behaviors Exhibited by Difficult People

- Rudeness
- Callousness
- Manipulation
- Negligent risk-takers
- Disengagement
- Uncompromising
- ▶ Easily Frustrated
- Poor Listeners
- Chronic Complainers
- Lone Wolfs
- Dog-Eat-Dog
- Avoidant
- Attention seekers
- Grudge holders

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How to Deal with Difficult People

- Listen well
- ▶ Remain calm
- Don't personalize their actions
- Search for a hidden meaning
- Don't downplay their feelings
- Ask questions

- Don't reciprocate negative feelings
- Create space
- Don't be defensive
- ▶ Be flexible
- Discuss the situation with someone who can be trusted

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Conflict Avoidance: Why It's Harmful

- Conflict Avoidance is the act of withdrawing from conflict or avoiding conflict altogether
- People often do this because they are afraid of getting hurt, being rejected or feeling uncomfortable

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Conflict Avoidance: Ways it Manifests

- ▶ Total withdrawal
- Redirect the topic (projection)
- Make peace without addressing the issue
- Passive aggressiveness
- Name calling or insults

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Conflict Avoidance: Consequences

- Lack of communication
- Unmet needs
- Resentment
- Frustration
- Relationship becomes based on assumptions and expectations
- Increased conflict

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Strategies to Manage Conflict

- ▶ Remain calm
- Listen to understand
- Accentuate the positive
- State your case tactfully
- Attack the problem, not the person
- Avoid the blame game

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Strategies to Manage Conflict

- ▶ Focus on the present not the past
- Ask the right kinds of questions
- Pick your battles
- ▶ Link offers
- Be creative
- Celebrate all agreements

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Strategies from a Leadership Perspective

- Assess the situation
- Only intervene when necessary
- Create guidelines and boundaries
- ▶ Recognize causes of the conflict
- Work together with conflicting team members
- ▶ Remain neutral and calm
- Focus on facts
- Maintain boundaries

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