



Episode 96: How to Deal With Difficult Meetings

with Jane Gunn

Do you dread attending meetings at work? Do you have misunderstandings with your colleagues? These feelings and miscommunications may be because of underlying, unsolved conflicts between the members of your company. Disputes in the workplace are inevitable, but because it's too awkward and uncomfortable to address, we often choose to shrug it off and ignore it.

In this episode, Jane Gunn joins us to talk about how to deal with conflict in meetings and gives us advice on how to handle it better. She also discusses why it's tough to speak up during workplace discussions. Finally, she explains why acting like a party host can lead to better meetings.

Jane is a lawyer and facilitator who is an expert in conflict resolution. She is widely known to her clients as the "The Barefoot Mediator."

If you are interested in being a better leader and participant in difficult meetings, tune in to this episode.

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Guest links

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Quote to remember:

‘... I like to think about conflict as water. It’s actually a resource that you need. It’s something that waters your garden and helps it grow.’

What You Will Learn

No one can avoid conflicts in the workplace. But instead of acknowledging them, we often choose to put our guard up and refrain from talking about the issue. This unhealthy reaction often results in lower morale and a toxic work environment.

This activity serves as a reminder to check on ourselves as to how we perceive conflict. It also examines what we can improve to address disputes.

First, we'll identify why problems arise. Determine the root cause of a conflict, and you can then apply appropriate solutions.



Activity: Dealing with Difficult Meetings

The way we perceive conflict differs from one person to another. Based on your understanding, **how do you define conflict?**

Write down six reasons why conflict arises in your workplace.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Why do you think people fear conflict with their colleagues?

Have you experienced disputes with your colleagues lately? What were they about? How did you manage it?

If one of your recent conflicts with your colleagues didn't end well, what could you have done differently?

There are four approaches to difficult situations: address the problem head-on, run away from it, sweep it under the rug, or appease people. Among these approaches, **what is your conflict management style?**

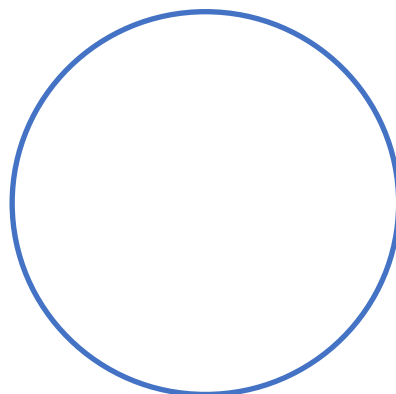




People view disagreement as a sign that things aren't working for a team. However, for some, this can be a sign of growth. **Fill out the table below by writing down the possible positive and negative results of conflict.**

Positive	Negative

Inside the circle, write the things that you should do when handling disputes in the workplace. Outside the circle, write the things you shouldn't do.



One of the keys to holding a successful meeting is to act as if you were the host of a dinner party. If you had the opportunity to chair a meeting in your workplace, **how could you do this?**





What can you do as a meeting participant to facilitate better decision-making during meetings?

CPD time claimed:

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