



# Early Detection Conflict Checklist

This tool assesses team interactions and behaviors in six categories – Communication, Performance, Personal, Trust, Cultural, and Training and Mentorship. It can be used to help District leaders to reduce conflict by managing communications and how they relate to one another.

Reflect on the questions in each category, answering each one in an honest and thoughtful way. Then discuss the responses with your fellow leaders to create a stronger team dynamic and help create an environment of healthy conversation and healthy conflict.

**If there are additional questions you think would be helpful in ensuring a high functioning team, add them in the Comments fields.**

## 1. Communication

Question	Yes / No	Action to Take
Are District leaders responding respectfully during conversations?		<i>If all team members answer "yes" to these questions, communication is on track.</i>
Are email communications timely and respectful?		
Do all District leaders agree on the goals set out in the District Success Plan?		<i>If any team member answers "no" to 2 or more questions, monitor closely and discuss.</i>
Do leaders feel comfortable addressing issues calmly and respectfully?		<i>If any team member answers "no" to 3 or more, the team may be headed toward unhealthy conflict and should consider discussing immediately to prevent future unhealthy conflict.</i>
Does the team reach consensus easily?		
Comments:		

## 2. Performance

Question	Yes / No	Action to Take
Is the District team meeting regularly?		<p><i>If all team members answer “yes” to these questions, performance is on track.</i></p> <p><i>If a team member answers “no” to any of the questions, the team could be headed into unhealthy conflict and should come to a mutual understanding of what needs to change for the strength of the team.</i></p>
Are District leaders participating equally in team meetings?		
Is each District leader performing their role satisfactorily?		
Do the District leaders feel they can rely on one another to meet deadlines?		
<p>Comments:</p> <div style="background-color: #f0f0f0; height: 250px; width: 100%;"></div>		

### 3. Trust

Question	Yes / No	Action to Take
Are the Toastmasters International core values of Integrity, Respect, Excellence, and Service evident in the behavior of all District leaders?		<p><i>If all team members answer "yes" to these questions, then trust is high.</i></p> <p><i>If a team member answers "no" to any of the questions, then unhealthy conflict could arise and coming to a mutual understanding of what team members need could help avoid future unhealthy conflict.</i></p>
Is there a spirit of collaboration with team members?		
Are team members aligned on expectations?		
Are team members supportive of one another?		
Is there is a high level of trust among team members?		
<p>Comments:</p>		

#### 4. Cultural

Question	Yes / No	Action to Take
Does your District have a culture or history of conflict?		<i>If any team member answers “yes” to either question, unhealthy conflict could arise, and a discussion around differences or misunderstandings could help avoid future unhealthy conflict.</i>
Are cultural differences of individuals causing misunderstandings?		
Comments: <div style="background-color: #e0e0e0; height: 250px; width: 100%;"></div>		

## 5. Personal

Question	Yes / No	Action to Take
Are team members accountable?		<p><i>If all team members answer “yes” to these questions, conflict related to personal issues are unlikely.</i></p> <p><i>If a team member answers “no” to any of these questions, then conflict could arise and a discussion about the responses could help avoid personal issues and unhealthy conflict.</i></p>
Do leaders avoid complaining about one another?		
Does your District have a healthy team dynamic?		
Are personal views & opinions respected?		
<p>Comments:</p>		

## 6. Training and Mentorship

Question	Yes / No	Action to Take
Have District leaders actively participated in the District Leader Training provided?		<i>If all team members answer “yes” to these questions, then training and mentorship are on track.</i>
Are team members supported by individual mentors, including mentors outside of their immediate District?		
<p>Comments:</p>		