

Expectation Setting for Conflict Resolution Meeting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Expectations for Our Upcoming Conflict Resolution Meeting

Dear [Recipient's Name],

As we approach our upcoming meeting scheduled for [insert date and time], I wanted to take a moment to outline some expectations and goals for this discussion. It is important to ensure that we can address the concerns at hand effectively and respectfully.

- **Open Communication:** I encourage both parties to express their thoughts and feelings openly.
- **Active Listening:** We should make an effort to listen to each other without interruptions.
- **Focus on Solutions:** Let's aim to find constructive solutions rather than dwelling on the issues.
- **Maintain Respect:** Our goal is to foster a respectful dialogue, even when disagreements arise.
- **Time Management:** We should be mindful of our time and ensure that we cover all necessary points.

Thank you for taking the time to prepare for our meeting. I am optimistic that with a constructive approach, we can reach a resolution that satisfies both parties.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]