

Interpersonal Skills Coaching - Conflict Resolution

Date: [Insert Date]

To: [Coachee's Name]

From: [Coach's Name]

Subject: Coaching Plan for Improving Conflict Resolution Skills

Dear [Coachee's Name],

I hope this message finds you well. As we discussed in our previous session, enhancing your interpersonal skills, particularly in the area of conflict resolution, is essential for your personal and professional growth.

This letter outlines the coaching plan we will follow to develop your conflict resolution abilities:

Goals:

- Understand the root causes of conflict.
- Learn effective communication techniques to manage disagreements.
- Practice active listening skills to foster better understanding.
- Develop strategies to reach mutually beneficial solutions.

Coaching Sessions:

We will meet weekly for the next [insert duration]. Each session will focus on specific techniques and include role-playing scenarios to practice new skills.

Resources:

- Articles on conflict resolution techniques
- Recommended books on effective communication
- Online courses for further learning

Please confirm your availability for our first session on [insert date]. I look forward to supporting you in this important developmental journey.

Best Regards,

[Coach's Name]

[Coach's Contact Information]