COOPERATIVE PROBLEM-SOLVING

A Guide for Turning Conflicts into Agreements

Developed by

Search for Common Ground
Search for Common Ground is an international non-profit, non-governmental organization based in Washington, DC that works in partnership with the European Center for Common Ground in Brussels, Belgium. Search for Common Ground is dedicated to transforming conflict into cooperative action. Our “toolbox” includes training, community organizing, and the use of radio/TV, journalism, sports, drama, and music to bring conflicting parties together. Founded in 1982, the organization now operates in fourteen countries around the world, working with partners on the ground to strengthen local capacity to deal with conflict.
# CPS GUIDE
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Chapter 1: Introduction to the Guide

This Guide to Cooperative Problem Solving is designed for people who want to know how to resolve conflicts with other people in a way that leads to mutual agreements and stronger relationships.

Based on the book Getting to Yes *, the Guide addresses:
- Treating conflict as a natural resource
- How to attack problems while respecting people
- Raising an issue in a constructive manner
- Exploring opposing positions to discover shared interests
- Generating options to address all parties’ needs
- Crafting clear and healthy solutions
- Dealing with differing perceptions
- Managing emotions
- Insuring two-way communications
- Choosing when to use a cooperative approach
- Being a peacemaker while resolving conflicts

We tend to know already what works and what doesn’t work in interpersonal conflict resolution. This guide helps you draw upon your experiences to discover a process you can use in a wide variety of situations - at home, in the workplace, and in your community.

This guide is the textbook for the workshop called “Cooperative Problem Solving”. It can also be useful by itself.

While the Guide is written for addressing conflict between two people, it can be used both within and between groups as well.

Also, as you move through this guide, please bear in mind that this is one of many models for cooperative problem solving that exist in the world. While these materials were developed in the United States, they have also been shown to be useful and effective in other contexts. It may be appropriate to translate these materials into local vocabularies and customs.

How We Deal With Conflicts:  It is normal for people to live and work well together. But it is normal also for us to have conflicts from time to time. We disagree with each other because we each see the world differently, and we have different ideas about what we want and how to do things. To be human is to have conflicts. If we all agreed on everything, life would be boring! We don’t have a choice about whether conflict will happen in our lives. But we do have a choice about how we will deal with it. We really have three choices: flight, fight, and unite.

Each of these responses has advantages and disadvantages:

- **Flight:** We can avoid dealing with a conflict. Sometimes the wisest thing to do may be to let the other person have his or her way to get something more important. But if we ignore conflicts that hurt others, our relationships, or ourselves, the conflict is likely to continue and grow.

- **Fight:** In other situations, we may decide to address the conflict through confrontation. This can take many forms: the justice system, an arbitrator, an argument, or force. These approaches give one party victory but the other defeat.

- **Unite:** There are times when we want to address a conflict in a way that both solves the problem and improves our relationship with the other person. While this requires self-discipline and time, it has the benefit of increasing long-term cooperation and mutual respect. We call this approach Cooperative Problem Solving or CPS.
Here are the differences between the adversarial and cooperative styles of problem solving:

PROBLEM-SOLVING STYLES

ADVERSARIAL:
- The parties see themselves as adversaries
- Bargaining is based on positions
- Facts are used to buttress positions
- Polarization of parties and issues
- Face-to-face contacts are restricted among parties
- Winning arguments are sought
- Yields all-or-nothing resolution of issues
- Options are narrowed quickly
- Characterized by suspicion and high emotion
- Third parties intervene before issues are matured
- Authority for decision rests with judge
- Parties often dissatisfied with the outcome
- Often fosters bitterness and long-term mistrust

COOPERATIVE:
- The parties see themselves as joint problem-solvers
- Bargaining is based on interests
- Parties make a joint effort to determine facts
- Joint search for underlying interests
- Face-to-face discussions encouraged among all parties
- Workable options are sought
- Yields resolution by integrating interests
- Field of options is broadened
- Characterized by respect and application of reason
- Issues can be identified before positions crystallize
- Authority for decision rests with the parties
- Outcome must be satisfactory to all parties
- Promotes trust and positive relationships
**What do we want in a conflict situation?** Imagine that you have been having problems with someone. You want to resolve the conflict and to improve your relationship with this person, so you have decided to sit down together to try to work it out. What do you hope happens? What do you hope does not happen? Probably your thoughts are something like this:

**What I hope happens:**

- **A good relationship:** We show respect toward each other. The other person listens to me, understands my point of view, and hears my frustrations. There will be mutual listening and good faith.

- **A good solution:** The other person will agree that there is a problem. We will come to an agreement, resolve the issue and move forward. I will get my needs met. We will find a way to deal with future problems.

**What I hope does not happen:**

- **A bad relationship:** There will be an angry exchange - a destructive confrontation. Accusations will be made; tempers will be lost. There will be miscommunication and misinterpretations. Things will be said that we will regret. I will be belittled, or there may be silence. I will be rejected and ignored. There will be hurt feelings, and the relationship will be jeopardized. Things will be made worse.

- **A bad solution or no solution:** The other person will refuse to talk about the problem. The problem will be blown out of proportion or trivialized. There won’t be any commitment to solve the problem. I won’t get what I want. It will make matters worse.

And what do you suppose the other person is concerned about? Probably the very same things! There is good news here; if you want to, you have part of the problem solved before you even start. Look at all the things listed above, under “A good relationship.” Those are all things that are within your power to do - show respect, listen to understand the other person’s point of view and frustrations, and show good faith.

What about the other half—resolving the problem? Well, there is even more good news here! The main way to show respect is also a major ingredient for solving problems: listening. When you listen to another person and try to understand their point of view, two things happen: they feel respected, and information begins to be exchanged—a major step for solving problems. It may be that neither of you has a satisfactory solution on your own, but you may be able to create one together. Most problems are solvable by people who show respect.
That is what Cooperative Problem Solving (CPS) is about, and *listening* is the secret. It is a simple (but not always easy!) way for developing good agreements *and* good relationships. It involves four steps:

**Four Steps of Cooperative Problem Solving**

1. Raise the issue with the other person in a way that invites cooperation.
2. Listen to each other to discover your interests.
3. Create options - possible ways to solve the problem.
4. Develop an agreement that meets as many as possible of both of your interests.

This *Guide* will show you, step by step, how to be successful in Cooperative Problem Solving. We know that in real life resolving conflict is not a neat, step-by-step process. But you will know how to use it once you understand its different parts. Before exploring those parts, let’s consider the attitudes with which we approach conflict situations.

**How we see the other person:** Imagine that you are standing facing another person, and between you is an imaginary line on the floor. Now imagine that each of you wants the other to come over to their side of the line. Write down six possible things you might do to have this happen.

Are the things you have written down the kinds of things that you would do with an adversary (bribing, manipulating, lying, forcing, etc.) or the kinds of things that you would do with a partner (listening, working together, or even dancing)? If you treated the other person as a partner, you are well on your way to learning how to do cooperative problem solving. After all, the first step toward CPS is learning to distinguish between the other person and the problem and to realize that you can work with the person on the problem. It requires seeing things differently—from seeing an adversary to seeing a partner in problem solving.

**The two “secrets” of cooperative problem solving:** To work out a problem with another person successfully (that is, the agreement meets the needs of both parties and their relationship is strengthened), there are two main things to remember:

- It is important to shift from arguing over positions to exploring for interests;
- The way to do this is to listen to and acknowledge the other person’s point of view - whether you agree with it or not.
The Three Principles of Cooperative Problem Solving:

- **Treat conflict as a natural resource**: It is a natural part of life and it can be a resource for problem solving and strengthened relationships when handled well.

- **Respect people; attack problems**: When we are attacked, we tend to defend ourselves and avoid the problem. On the other hand, when someone shows respect toward us, it is easier to engage in problem solving with them.

- **Imagine success**: Cooperative Problem Solving requires confidence. If we approach another person to solve a problem together, but we actually believe there is little or no hope of success, it is likely that, at some point in the conversation, our natural instincts for flight or fight will take over, and our self-fulfilling prophecy of failure will occur. On the other hand, if we can imagine success before beginning - even though we don’t know exactly how we will get there - that will give us the sense of confidence essential for success.
Attack The Problem - The Four Steps in Cooperative Problem Solving:

1. **Raise the Issue:** Unless we raise the issue, it cannot be addressed. It is important to raise it in a way that invites cooperation in solving the problem together.

2. **Discover Mutual Interests:** Beneath our differing positions there are often mutual interests. Once these are discovered, they can form the foundation for mutual problem solving.

3. **Generate Options:** An old saying has it that “there are at least seven solutions for every problem.” Whatever the number, it is often helpful to work together to generate possible ways of solving the problem before making decisions.

4. **Develop Agreements:** If the first three of these four steps have been taken successfully, developing an agreement that meets the interests of both parties is often the easiest part.

Respect The People - Three Guidelines:

- **Manage Emotions:** Emotions are normal and healthy. They indicate that what is happening is very important to us. But they can de-rail cooperative problem solving. Therefore, knowing how to manage them is very important.

- **Respect Perceptions:** We all see the world a little differently. If we disparage the other person because they don’t see the world our way (the “right” way!), then we have put up a barrier to cooperation. On the other hand, differences in perception, if treated with respect, can be sources of mutual understanding and creative solutions.

- **Listen:** Listening is perhaps the most important ingredient in cooperative problem solving. When we listen to another person, we not only learn more about the problem and possible ways to solve it but we also build a bridge of respect and trust, which is essential for carrying out our agreement once it has been reached.

Each part of the “Cooperative Problem Solving Map” will be explored in the following chapters of this Guide.
Benefits of Cooperative Problem Solving

- The parties experience the process as fair
- The parties craft their own agreements
- There is commitment to agreements
- There is improved mutual understanding and respect
- In the long run, a cooperative approach requires less time and lower cost than adversarial approaches

DEFINITIONS

ISSUES: Problems to be solved

POSITIONS: Demands or statements of what someone says they will or will not do; one party’s solution

INTERESTS: Underlying needs, concerns, hopes, fears

OPTIONS: Possible, often creative agreements or pieces of an agreement; options are not commitments.

STANDARDS: Customary, objective and widely accepted criteria for handling similar situations

BATNA: Best Alternative To a Negotiated Agreement (A way to satisfy your interests if the negotiation fails.)
Chapter 3: Raising an Issue

The way an issue is raised has an effect on the entire problem-solving process. By raising an issue in a constructive way, we set the stage for resolving the conflict productively. In this chapter, we will look at how to do that.

Imagine that someone wants to bring a problem to your attention. They want to resolve the problem in a positive manner and are about to raise the issue with you. What are some ways they might go about this that could cause you to be defensive or to respond aggressively? How about: shouting at you, making accusations, or confronting you in front of others, challenging your integrity, or belittling you personally? Why are these poor approaches? Because they tend to push us away from the other person. Who likes to be treated that way?

Here, then, are some guidelines to keep in mind when raising an issue with another person:

GUIDELINES FOR RAISING AN ISSUE

1. Prepare:
   - Time: Don’t be rushed
   - Place: private
   - “Take a deep breath”

2. Put it on the table:
   - State the problem and why it’s a problem
   - Be respectful; talk about behavior, not personal traits
   - Speak for yourself, not others
   - Be brief

3. Invite cooperation:
   - “I’d like to come up with a solution that makes sense to both of us.”
   - “How can we solve this together?” etc.

4. Listen and learn:
   - “Listen actively” - active listening
   - Be patient and tolerant of different styles of communication

In the next chapter, we will explore that last guideline, “listen and learn.”
Congratulations! If you have finished Chapter Three, you now know how to raise an issue in a way that invites the other person to work with you to solve the problem. But what if they don’t? What if they become defensive or aggressive? That is, what if they respond to your opening with “flight” or “fight”? This is often what happens. Even though you want to solve the problem together, it may seem to the other person that you are accusing or attacking them. We have all reacted that way.

You cannot predict or control how the other person will respond. But you can control how you will respond to the other person. You can choose to defend and justify your point of view (and thereby end the cooperative problem solving process!) or you can listen to the other person and do your best to understand their point of view. If you succeed in doing this, several things happen:

• You will understand things that will be essential for a mutual solution, and
• You will have shown respect toward the other person - again, an essential step toward cooperation.

Most of us have had the experience of not being heard. It’s pretty frustrating. But when someone genuinely listens to us, it is easier to express our thoughts clearly. When we want someone to listen, we want them to give us time to talk without challenging or interrupting. And if they don’t understand us, we appreciate it if they ask for clarification rather than telling us we are wrong. This is called “active listening.” And here is why it works so well: We hear others through the “filter” of our perceptions, which are discussed in Chapter Six, “Working With Perceptions”. That means we may “hear” something different than what the other person meant to say. And when a situation is complex, emotional, or preceded by a long history, misunderstandings are almost guaranteed.

So, the simple act of checking for understanding is essential. This is especially true when the other person says something we disagree with. Rather than challenging them (and thereby encouraging defensiveness, argument, and hardening of positions) it is important to listen actively. For example, “Is this what you are saying...?”
Sometimes we don’t want to show understanding for the other person’s point of view because they might think we agree with them. To deal with this, it is okay to say: “Even if I don’t agree with you, I want to understand your point of view. Is this what you are saying . . .?”

And sometimes we really don’t want to understand their point of view because we might learn something! Remember, we can always shift to the “flight or fight” method of solving a conflict. We choose cooperative problem solving when we want to satisfy our interests—and theirs—as well as develop positive relationships. Cooperative problem solving is dialogue, not debate.

Handling Defensiveness: Your Choice

You raise the issue

The other party becomes defensive or accusatory

You listen to understand

You defend or attack

Together, you generate options & develop agreement - and respect

No agreement, hurt relationship

“I have often learned the most from those with whom I most disagree.”
- Anonymous

“Seek first to understand, and then to be understood.”
- Stephen Covey, The Seven Habits of Highly Successful People
A COMPARISON OF DIALOGUE AND DEBATE

<table>
<thead>
<tr>
<th>DIALOGUE</th>
<th>DEBATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dialogue is collaborative: two or more sides work together toward common understanding.</td>
<td>Winning is the goal.</td>
</tr>
<tr>
<td>Finding common ground is the goal.</td>
<td></td>
</tr>
<tr>
<td>We listen to the other side in order to understand, find meaning, and find agreement.</td>
<td>We listen to the other side in order to find flaws and to counter their arguments.</td>
</tr>
<tr>
<td>We enlarge and possibly change our own point of view.</td>
<td></td>
</tr>
<tr>
<td>We examine our own position.</td>
<td>We seek to affirm our own point of view.</td>
</tr>
<tr>
<td>Dialogue opens the possibility of reaching a better solution than any of the original solutions.</td>
<td>We defend assumptions as truth.</td>
</tr>
<tr>
<td>We have an open-minded attitude: an openness to learn and change.</td>
<td>We critique the other’s positions.</td>
</tr>
<tr>
<td>We present our best thinking, knowing that other peoples’ reflections will help improve it rather than destroy it.</td>
<td>Debate defends one’s own positions as the best solution and excludes other solutions.</td>
</tr>
<tr>
<td>We search for basic agreements.</td>
<td></td>
</tr>
<tr>
<td>We search for strengths in the other’s positions.</td>
<td>We have a closed-minded attitude, a determination to be right.</td>
</tr>
<tr>
<td>We show respect for the other person and seek to not alienate or offend.</td>
<td></td>
</tr>
<tr>
<td>We assume that many people have pieces of the answer and that together we can put them into a workable solution.</td>
<td>We search for glaring differences, for flaws and weaknesses in the other’s position.</td>
</tr>
<tr>
<td>Dialogue remains open-ended.</td>
<td>We belittle or depricate the other person.</td>
</tr>
<tr>
<td></td>
<td>We assume that there is a right answer and that we have it.</td>
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<tr>
<td></td>
<td>Debate is oppositional: two sides oppose each other and attempt to prove each other wrong.</td>
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Adapted from: Study Circles Resource Center; based on a paper prepared by Shelley Berman, from discussions of the Dialogue Group of the Boston Chapter of Educators for Social Responsibility (ESR).
We all want a chance to tell our story, especially when we feel challenged. So if you are going to raise an issue, it is important that you not only do it well (see Chapter Three, “Raising an Issue”) but that you shift right away from talking to listening - and not just passive listening (e.g., “Are you finished yet so I can tell you why I am right and you are wrong?”) but active listening.

One of the most satisfying moments in cooperative problem solving is when one of the parties says to the other: “Yes, that’s what I am trying to say!” It’s not that the problem has been solved yet, but that recognition and respect are developing. And that can happen only when one person has listened - really listened - to the other. Here are some guidelines for active listening:

**Rules for Active Listening**

- Listen with respect - give ‘em time to talk
- Don’t challenge or interrupt
- Check for understanding
- Don’t problem solve

A simpler guideline is the old saying: “Why did God gave us two ears but only one mouth? To remind us to listen twice as much as we speak.”

It takes time, patience, and a genuine spirit of inquiry to understand the other person’s point of view. This is because we all see things differently and we have strong feelings about things that are important to us. These two dynamics will be explored in chapter six, “Working With Perceptions” and chapter seven, “Respecting Emotions.”

Once you have raised an issue and listened actively until you understand the other person’s point of view, you are ready to move to Step Two of the cooperative problem solving process: Discovering Interests.
To be successful in cooperative problem solving, one of the most important things to understand is that positions are not interests. We often enter into conflicts with a focus on our positions - the way we think things should be done to solve a problem. If we remain focused only on our positions, we limit the possible solutions to one of the following:

- I win, you lose
- You win, I lose
- We each partly win and partly lose (compromise)

What is the way out of this? Shifting our focus from positions to interests - the reasons why we have come up with our positions - our underlying hopes, concerns, and needs.

You might think of positions and interests in terms of an iceberg. Positions are like the ten percent of the iceberg that is visible above the water, while interests are the ninety percent of it hidden below the surface.

*Positions and interests are closely related.*
SOME POINTS ABOUT POSITIONS AND INTERESTS

- Positions polarize; interests integrate.
- Behind every position is at least one interest.
- Interests hold the seeds of solution.
- Positions are limited and limiting.
- Interests are more numerous than positions, and can be satisfied in many ways.

What is important about the relationship between positions and interests?

TYPES OF INTERESTS

- Shared: All parties share these interests.
- Different: All parties do not share these interests, but no party is opposed to them.
- Conflicting: These are interests that are in opposition to, or in conflict with, another party’s interest.
Though we are all different in many ways, we share some fundamental human interests:

(Basic Human Interests)

(Maslow’s “Hierarchy of Needs”)

*Survival*

*Safety*

*Belonging*

*Self-esteem*

*Self-actualization*

In the workplace, too, we share a number of predictable interests:

**Interests of People in the Workplace**

- Have a clear purpose
- See the results of our work
- Feel “in control”; be able to improve the way work is done
- Feel competent
- Be accountable and responsible
- Be challenged - not bored or frantic
- Be proud of our work
- Satisfy our customers
- Communicate and work as team
- Be able to grow and learn
- Be recognized and respected
- Help others
The United Nations *Universal Declaration of Human Rights* lists the following as fundamental interests of people everywhere:

1. Freedom of expression, personal development, association, political participation and religion
2. Dignity and equality and economic, social, and cultural rights
3. Equal justice under law
4. Work, and just remuneration for work
5. Time for rest and leisure
6. A standard of living that is adequate for the health and well-being of oneself and one’s family
7. Education
8. Security
9. Understanding, tolerance, and friendship among nations and groups

**SOME QUESTIONS FOR DISCOVERING INTERESTS**

- What is important to you about doing it that way?
- What benefits will your position bring?
- What are your concerns about the other position?
- What do you want to have happen?
- What do you hope to accomplish?
- What concerns do you have?
- What problem are we trying to solve?
- Are there other problems?
- What will it take for us to work together?
- What would need to happen for you to feel satisfied?
- What is the best-case scenario for you?
To be successful at Cooperative Problem Solving, it is important to understand and respect the role of perception, or how we see things. Here is a way to demonstrate that. Close one eye, extend your arm, and cover a distant object with your thumb. Now, open that eye and close the other. You will see that the object “moved!” Of course, it didn’t actually move - it’s just that your view or perception of it changed. We see things differently because we have different points of view - just like our eyes have a slightly different point of view because they are in different places in our head.

Here is a picture that can be used to demonstrate the point:

If you ask several people what they see when they look at this picture, some will say a vase, some will say two profiles, and some will say both! But who is correct? They all are, of course - that’s what they see! How we see things is influenced by many things - the experiences we have had in life (for example, poverty or wealth in our youth), our beliefs (political, religious, etc.), which side of a river we were born on, our gender, birth order, etc.

**SOME “HIDDEN” SOURCES OF DIFFERING PERCEPTIONS**

- Economic background
- Parent’s political beliefs
- Veteran/ non-veteran
- Educational background
- Myers-Briggs type
- Other ? ? ?
Our perceptions or viewpoints are very useful; they help us make sense of things when the information we have is incomplete. For example, consider this drawing:

You probably see a star, even though there are only five partial circles. Our perception helps us "fill in the blanks" to make sense out of life. It can also limit our understanding. Here is a way to demonstrate this. Try to connect these nine dots with four straight lines, without taking your pencil off the paper and without doubling back on any of your lines:

When you want to see if you got it, turn the page.

“Where you stand depends on where you sit.”
There are actually several ways to solve this problem:

Why do most of us find it difficult to connect these nine dots? (Congratulations if you solved it - you are a member of a very small group!) The difficulty comes from the fact that, when we look at the nine dots, we tend to "see" a box. In our mind, we connect the nine dots and, of course, there is no way to solve the problem inside the box. The good news, however, is that there is no box!

In summary, sometimes our perceptions are limiting and sometimes they are liberating. When we are trying to resolve a conflict with someone, we can expect that the other person may see the situation differently than we do. What can we do about this? We might, for example, argue over whose perception is "right," accuse each other of dishonesty, and end the cooperative problem solving process.

We can take another lesson from the thumb exercise: Because each of our eyes sees things differently, we can tell whether things are near or far. We literally can see a third dimension - depth! And, in the same way, different points of view can lead to fuller understanding and more creative solutions. How do we do this? By using two-way communications, as discussed in Chapter Four.

**Principles of Perceptions**

- WE USE PERCEPTIONS TO MAKE SENSE OF THE WORLD. OUR BRAINS FILL IN INFORMATION TO FIT SOME PATTERN WE KNOW.

- PERCEPTIONS ARE NOT "RIGHT" OR "WRONG"; THEY JUST ARE.

- PERCEPTIONS CAN LIMIT OUR OPTIONS FOR ACTING.

- WE CAN CHANGE OUR PERCEPTIONS; WE CAN LEARN FROM EACH OTHER.

- MY PERCEPTIONS MAKE PERFECT SENSE TO ME.

- YOU DON’T HAVE TO AGREE WITH MY PERCEPTIONS, JUST RESPECT THEM.

- SHOWING RESPECT FOR MY PERCEPTIONS IS SHOWING RESPECT FOR ME. THAT MAKES IT EASIER FOR ME TO LISTEN TO AND WORK WITH YOU.
Sometimes there is another barrier to communication: emotions. The ability to manage emotions is another key to cooperative problem solving. That is the topic of the next chapter.

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**THE FIVE BLIND MEN AND THE ELEPHANT - AN ANCIENT FABLE**

One day, a man leading an elephant came upon five blind men sitting by the side of the road. As he passed, one of the blind men called out: "Who is it on the road?" "It is I and my elephant," said the man. An elephant had never come down the road. "Pray, stop so that we may discover what an elephant is like!" said one of the blind men. The elephant driver did as he was asked.

The blind men gathered around the elephant. The first man, touching the elephant’s great side, said: "Oh, now I know what an elephant is like! It is like a huge wall!" The second man, touching the elephant’s trunk, said: "No, no - an elephant is like a great snake!" "You are both wrong," said the third man, wrapping his arms around one of the elephant’s legs, "An elephant is very much like a tree trunk!"

Touching one of the elephant’s tusks, the fourth man said: "How could you possibly think such things? I tell you, this elephant is like a branch of a tree!" The fifth man, holding the elephant’s tail, said: "Let me settle this for us all - an elephant is most like a brush." And the five blind men set to arguing as to who was right.

Continuing on his way, the elephant driver said to himself, "In some respects, each of those men is right. But it is only if they listen to each other that they will come to discover what an elephant is truly like."

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**PERCEPTIONS AND CONFLICT MANAGEMENT**

- Discovering interests is an exercise in discovering perceptions.
- Appreciating perceptions helps us distinguish between people and problems.
- We tend to attribute different behavior to “badness”. Often it comes from having a different perception.
- Understanding perceptions can help us expand the range of possible solutions.
Chapter 7: Respecting Emotions

Emotions are normal in a conflict situation, and they can contribute to problem solving as you learn how to manage them. When emotions arise, we can be certain of one thing: Whatever is happening is not trivial. We experience emotions in relation to things that are important to us. In a conflict situation, our emotions are often related to our “flight” or “fight” instincts:

**EMOTIONS THAT CAN ACCOMPANY OUR “FLIGHT” INSTINCT**

- Anxious
- Confused
- Depressed
- Embarrassed
- Scared
- Hurt
- Lonely
- Nervous
- Overwhelmed
- Paralyzed
- Persecuted
- Rejected
- Sad
- Shocked
- Trapped

**EMOTIONS THAT CAN ACCOMPANY OUR “FIGHT” INSTINCT**

- Angry
- Annoyed
- Aggressive
- Bitter
- Blaming
- Destructive
- Envious
- Exasperated
- Furious
- Hateful
- Jealous
- Outraged
- Sarcastic
- Vengeful
Anger - A Common Emotion in Conflict Situations. Sometimes it stands alone; sometimes it is accompanied by other feelings, but anger is the most common emotion in conflict situations. Where does our anger come from? It usually stems from threats we perceive, including threats to our safety and self-respect. At the same time, we often experience fear, feelings of powerlessness, and loss of control. Here are a few important things to remember about anger:

- Anger is a natural human emotion.
- It can provide energy for needed change.
- Anger itself is not destructive; it is behavior that is destructive.

How Can We Manage Our Own Anger? There are many things we can do to manage our anger:

- Acknowledge it - sometimes just naming our feelings gives us power over them.
- Know your own "hot buttons" - what are the words or phrases that can anger you?
- If you are angry, find a safe place to vent your emotions verbally or by releasing them through some form of physical activity that does not hurt anyone. For example, go for a jog or do pushups.
- Avoid personal attacks.
- Take a break.

How Can We Manage Others’ Anger?

- As with our own anger, acknowledging the feelings of another person, and doing it with respect, can be a positive step.
- Find a time and place to talk without interruption.
- Set boundaries - respecting another’s feelings does not mean accepting attacks.
- Focus on the problem to be solved.
You may be hesitant about trying to resolve a conflict with another person because you are not sure that there is a solution. By keeping in mind the old saying that “two heads are better than one,” however, you may come up with a solution together that neither of you would have found by yourselves! In fact, it’s a good thing if you don’t have a solution; that allows you to be more open-minded about ideas that the other person may have. And coming up with a mutual decision is what this is all about. Moreover, we all tend to be more committed to solutions that we have had a hand in creating.

Sometimes a mutual agreement will simply “jump out” once you and the other person have discovered your interests. When that happens, it’s time to celebrate – you have just been successful at cooperative problem solving.

But if it doesn’t happen, it’s time to generate options. That simply means asking each other: “How can we satisfy as many of our interests as possible?” Note how different this question is from the question asked in adversarial problem solving - “Which party to the conflict will get what they want?”

### Rules for Brainstorming

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity, not quality (“wild and crazy” is OK)</td>
<td>There is an old saying that goes “there are at least seven solutions to every problem.” That is the best attitude to bring to the process of generating options.</td>
</tr>
<tr>
<td>One idea at a time</td>
<td>Generating options also requires some skills in bringing out creative ideas. The process of “brainstorming” has been designed for this purpose. To the left are some rules to guide the brainstorming process.</td>
</tr>
<tr>
<td>Build on others’ ideas</td>
<td></td>
</tr>
<tr>
<td>“Pass” until everyone is finished</td>
<td></td>
</tr>
<tr>
<td>No “killer phrases”</td>
<td></td>
</tr>
</tbody>
</table>
Other methods can be useful as well, especially when working in groups:

**METHODS FOR GENERATING OPTIONS IN GROUPS**

**Written Brainstorming** - This technique is especially helpful for groups that might include introverts who find brainstorming to be uncomfortable. The process involves giving individuals a stack of 3 x 5 cards on which they are to record ideas, one idea to a card. As in brainstorming, time is a factor, and participants are encouraged to write any ideas that come to mind as quickly as possible. At the end of a specified time period, all the cards are collected and read out loud. The cards can be sorted into groups of ideas that share similar concepts.

**Idea Gallery** - This technique involves writing several problem statements or several variations of the same problems statement on separate sheets of flipchart paper. These are posted around the room, and all participants in the problem solving process move around the room recording possible solutions on the flipchart sheets. The physical activity of moving around the room can help spur creativity, as can the piggybacking of ideas that occurs when people see what others have written.

**Focus or Buzz Groups** - This technique involves soliciting ideas from people not involved in the problem or conflict. Admittedly, this takes time but can generate ideas not thought of by those close to the problem. Individuals are presented with “How to . . .” statements, but not background details, and asked for ideas to solve the problem.

**Bizarre Ideas** - To explain this process, it is helpful to tell a story told in creativity circles. The story, supposedly true, is from a power company in up-state Minnesota, which had great difficulty maintaining power lines every winter because of the ice that formed on the lines causing them to break. The greatest problem areas were remote ones, inhabited by more wildlife than humans. The power company had difficulty getting service technicians to go into those areas because of the threat posed by bears.

As the story goes, a meeting was held by management to consider this problem. Someone jokingly said, “Let’s train the bears to fix the lines.” This was naturally met with laughter and dismissed, as the group got back to business. But then someone else, enjoying the levity, asked, “How would we train the bears?” Another person suggested putting honey pots at the tops of the power poles to entice the bears to climb them. This was met with, “How do we get the pots on the poles?” Someone responded that a helicopter could be used to fly over the poles and drop the pots. Can you see where this led the group? Out of the bizarre idea of training bears came the workable solution of using helicopters to fly over power lines; the down draft from the helicopter blades breaks the ice loose and helps prevent the lines from breaking.
Bizarre ideas can trigger workable solutions. The process of using such ideas as a trigger can give individuals or small groups a challenge to offer the most bizarre idea they can think of. That group then gives its idea to another small group, which dissects it to find something workable. This process often forces people into non-linear thinking and can lead to creative solutions.

**Renaming the Problem** - Sometimes semantics can be very powerful in giving meaning to a problem or conflict. A technique to generate new insights involves trying to restate the problem in as many ways as possible. For example, the statement "How to cope with an impossible boss..." takes on a new meaning when re-phrased as "How to help my boss get promoted...."

**Role-taking** - This technique is a variation on renaming the problem. The process involves the parties of the conflict taking on the position or perspective of the other side. While in that role, an individual presents as many convincing arguments as possible in support of the other party’s position. This forces people into seeing a problem, conflict, or issue from someone else’s perspective.

These techniques are useful because they break us out of “mind funnels,” a term Edward Glassman coined to explain mental collectors of related thoughts. Mind funnels can limit our perspective and, by extension, the solutions available to us. Certainly you would not use all of these techniques to increase options, but they are useful additions to your tool kit as you increase your effectiveness in managing conflict and solving problems. Two excellent resources to expand your comfort with these techniques are *The Creativity Factor* by Dr. Edward Glassman and *A Whack on the Side of the Head* by Roger Von Oech.

Once you have generated some possible solutions, you are ready to actually craft an agreement. That is the subject of the next chapter.
Introduction: If you have been successful in discovering interests and generating options, the process of developing an agreement is often the easiest part of CPS. Here are some tips that can help you.

“Framework Agreement”: If there are a number of parts to an agreement, you and your partner may not be able to agree on all of them at the same time. This situation calls for a “framework agreement.” This is a draft agreement that spells out both what has been agreed upon and what remains to be worked out. By using such an approach, there is a sense of progress that helps move the CPS process to a conclusion.

To Write or Not to Write? When is it a good idea to write down an agreement and when might it not be a good idea? Here are some suggestions:

**TO WRITE OR NOT TO WRITE**

<table>
<thead>
<tr>
<th>WRITE IT DOWN WHEN:</th>
<th>DON’T WRITE IT DOWN WHEN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE ISSUES ARE COMPLEX</td>
<td>ISSUES AND SOLUTIONS ARE SIMPLE</td>
</tr>
<tr>
<td>THE SOLUTION IS COMPLEX</td>
<td>FEW PEOPLE ARE INVOLVED</td>
</tr>
<tr>
<td>MANY PARTIES ARE INVOLVED</td>
<td>IT WILL BE SEEN AS</td>
</tr>
<tr>
<td>POLICIES OR PROCEDURES ARE</td>
<td>“DOCUMENTATION” – A PRELUDE</td>
</tr>
<tr>
<td>CHANGED</td>
<td>TO ADVERSARIAL ACTION</td>
</tr>
</tbody>
</table>
What Should be Included in a Written Agreement? When you decide to write down your agreement, here are some tips on what to include:

**Standards:** Sometimes, despite your best efforts, you and your partner may disagree on what constitutes a fair agreement. In these situations, standards may help. Standards are customary, objective, and widely accepted criteria for handling similar situations. Here are some examples:

- Official guidelines, documents, etc.
- Local customs
- “Same period as last year”
- Other organizations’ practices

Sometimes a concern can arise about the fairness of the problem-solving process. For example, who should go first? In this case, “process standards” can help solve the problem. If, say, two children cannot agree on a fair way to divide a piece of cake, their parent could resolve the problem by having one child cut the cake and the other choose the piece he or she wants. That strongly encourages fairness!

Here are some other examples of “process standards”:

- Flip a coin
- Take turns
- Evaluation by a neutral party
- Draw straws
- “Rock, scissors, paper”

Often we can come to agreement without the use of standards. They can be useful, however, when fairness is an issue or people are stuck.
Introduction: Cooperative Problem Solving is not simply about carrying out a set of "steps"; it is primarily about developing a relationship of cooperation. This requires an attitude of respect for yourself and for the other person that is independent of your competence - or your success - in carrying out the steps in CPS. We refer to this as "being a peacemaker."

Being a Peacemaker (Figure A): When we are (1) being a peacemaker (a matter of attitude, conviction, and presence, independent of circumstances), we (2) do things that make it more likely to (3) have a good agreement and a good relationship.

This is different from the way we often think about how to be successful (Figure B): If we just (1) do things right, we will (2) have what we want, and we will then (3) be satisfied.

Characteristics of an Effective Peacemaker: What are the personal characteristics of an effective peacemaker? If you make a list, it will probably include the following:
CHARACTERISTICS OF A PEACEMAKER

1. Approachable  
2. Balanced  
3. Believable  
4. Brings out the best in others  
5. Calm  
6. A coach  
7. Competent  
8. Confident  
9. Courageous  
10. Courteous  
11. Decisive  
12. Determined  
13. Empathetic  
14. Empowers others  
15. Encouraging  
16. Ethical  
17. Fair  
18. Forward-looking  
19. Friendly  
20. Good listener  
21. Has vision  
22. Honest  
23. Motivates others  
24. Objective  
25. Practical  
26. Respects others  
27. Respects self  
28. Safe to talk to  
29. Sees all sides  
30. Shows confidence in others  
31. Sympathetic  
32. Takes action  
33. Thoughtful  
34. Trustworthy  
35. Understanding  
36. Wise

You as a Peacemaker: Think of a time or an incident in which you demonstrated some characteristics of a peacemaker. Take a minute or two to write a description of the incident, what you did, and some adjectives that describe how you behaved in that situation.

Once you have done this, you will have clarified the part of yourself that will help you be successful in Cooperative Problem Solving - that part of you that is a peacemaker. Here are some quotes/thoughts to remind you of the importance of being a peacemaker while engaging in cooperative problem solving:

Nelson Mandela, 1994 Inaugural Speech  
Original Text by Marianne Williamson

Our deepest fear is not that we are inadequate.  
Our deepest fear is that we are powerful beyond measure.  
It is our light, not our darkness, that most frightens us.

We ask ourselves, “Who am I to be brilliant, gorgeous, talented and fabulous?”  
Actually, who are you not to be?

You are a child of God. Your playing small doesn’t serve the world.
There’s nothing enlightened about shrinking so that other people won’t feel insecure around you.

We are born to make manifest the Glory of God that is within us.
It is not just in some of us; it’s in everyone.
And as we let our own light shine, we unconsciously give
other people permission to do the same.
As we are liberated from our own fear,
our presence automatically liberates others.

Our Better Angels - On Being Peacemakers
While Doing Conflict Resolution Work

By Tom Dunne

Our success as conflict resolution practitioners depends greatly on our professional knowledge and skills - on our expertise in the techniques of doing the work. But at least as important as our ability to do the work is how we are while doing it - on our being peacemakers while doing conflict resolution work. Being a peacemaker has to do with what is going on inside us, rather than on the activities that people see us carrying out. Abraham Lincoln once referred to the personal values and character traits that inspire us toward peace building as “the better angels of our nature.” It seems to me that four of our “better angels” serve us particularly well as conflict resolution practitioners.

Courage: Often we need to take action even though we have inadequate information, feel doubtful or uncertain about the outcome, or expect opposition or even failure. At some point, delay can turn into paralysis. Bringing forth our courage is what’s needed at such points. Woody Allen claims that “90% of success in life is just showing up.” Sometimes we can work up our courage by ourselves (“Just do it!”). But sometimes we need to give ourselves a jump-start - by reading something inspirational, meditating, praying, or talking with a colleague. (This is true for all of our “better angels” - sometimes we need a little help from our friends to bring them forth).

Compassion: We all have the ability to look at another human being with respect and empathy - to imagine the most unlikable person standing beside the pool of their own tears. We have the ability to do this with ourselves as well. And to the extent that we treat ourselves and others with compassion, to that extent we open the possibility of understanding, of being a force for bringing out the best in ourselves and others, and of weaving, together, the fabric of community and cooperation.

Creativity: Often, people in conflict feel trapped - unable to imagine a workable way out. Yet solutions are available in the vast majority of situations. The ability to let go, even for a short time, of our stereotypes and habits is essential to discovering the beginnings of solutions.
**Conviction:** There are times when it is less difficult than others to have hope in the future. But sometimes it seems that the power of hatred and violence is overwhelmingly greater than the power of respect, wisdom, and cooperation - and that peacemaking is a fool's errand. To the extent that I allow external circumstances determine my optimism for cooperation, I become a victim of those circumstances. But I can choose otherwise: I can decide that no one can predict the future, that all humans have a desire for cooperation, and that I can make a small contribution towards our moving in that direction. My experience tells me, in fact, that when I make this existential decision, I am much better able to act with courage, compassion, and creativity in contributing toward that possible future.

**ATTITUDE**

By Charles Swindoll

The longer I live, the more I realize the impact of ATTITUDE on life. ATTITUDE, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearances, giftedness, or skill. It will make or break a company … a church … a home.

The remarkable thing is, we have a choice every day regarding the ATTITUDE we will embrace for that day. We cannot change our past. We cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our ATTITUDE. I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you. We are in charge of our ATTITUDES!
The Cooperative Problem Solving process does not always work. Paradoxically, however, you are more likely to succeed if you know how you will solve the problem by yourself if CPS fails. That is the purpose of a BATNA.

**BATNA stands for “Best Alternative To a Negotiated Agreement.”** A BATNA is:

- A second-best solution that you hope you don’t need to use
- A "reserve parachute" - so you are not in an "all-or-nothing" frame of mind
- A "safety net" that allows you to focus on the task at hand (i.e., cooperative problem solving)
- Usually a "flight" or "fight" strategy
- Something you can do unilaterally, if you can’t achieve a mutual agreement

**Examples of BATNAs:**

- Going over the boss’s head,
- Filing a formal grievance or complaint,
- A manager exercising his/her decision-making authority,
- Deciding to accept a situation the way it is

**A Good “pre-BATNA”:** Ask a third party who has the confidence of everyone involved to help the parties resolve the problem cooperatively.

**Conclusion:** Before attempting a CPS with someone, it is wise to think through what you will do to solve the problem unilaterally in case the CPS process doesn’t work. This will increase the likelihood that it will succeed. You will be more relaxed and able to listen to and appreciate the other person’s point of view, and be creative about possible solutions.
Introduction: Cooperative Problem Solving is often the best way to deal with a problem. However, sometimes other strategies are desirable. It is possible to assess a situation and choose an appropriate approach.

Ways We Deal With Conflict: When conflicts arise in our lives, we have a variety of ways to deal with them. Sometimes we avoid dealing with a conflict altogether. Sometimes we yield to the other person and let them have their way. Sometimes we contend with that person to get our own way, and sometimes we compromise so that we each get some of what we want. Finally, we sometimes work together with the other person to jointly problem-solve. The "Dual Concern Model" to the right illustrates these choices.

A Matter of Choice: Each method of resolving conflicts has advantages and disadvantages. What is important to remember is that we have choices in how we respond to conflict.
Some factors to consider when choosing the best way to manage a particular conflict:

- Do I care about the outcome? Is it important?
- Is this an ongoing relationship?
- How important is harmony?
- Have I caused the problem?
- Do I owe respect or deference to the other person?
- What are the parties’ respective roles and power?
- Do I have an obligation?
- Are religious or other principles involved?
- Are there time pressures?
- Will this set a precedent?
- Is justice or fairness involved?
- Has a law been broken?
- Do I want to expend the necessary time and energy?
- Will the conflict possibly escalate if I address it?
- Is everyone in a rational and competent frame of mind?
- Is there a possibility of physical harm?
- Is this a life or death situation?
- What could be the costs and benefits?

Conclusion: Real-life cooperative problem solving doesn’t go in neat steps. The CPS “map” is just that - a map, and not the journey itself. It is intended as a guide as you go about using your own wisdom in addressing a particular situation. You may find Appendix-A, “Cooperative Problem Solving Planning Sheets” useful in applying the CPS process to your daily life.

Although it is simple, cooperative problem solving is not an easy way of dealing with conflicts. But each time you use this approach, you contribute to making the win-win way of dealing with conflicts better known. You contribute to making cooperation the expected and normal approach to conflict in your community. And you contribute to the movement from a "you or me" to a "you and me" world where the dignity of all is respected. As a wise man once said, “I am only one, but still I am one. I cannot do everything, but still I can do something. And because I cannot do everything, I will not refuse to do the something I can do.”
"I am only one,
But still I am one.

I cannot do everything,
But still I can do something.

And because I cannot do everything,
I will not refuse to do
The something that I can do."

Edward Everett Hale
(1822 - 1909)
APPENDIX

A. COOPERATIVE PROBLEM SOLVING PLANNING SHEETS .................. A-1
B. RESOURCES ........................................................................ B-1
C. READING LIST .................................................................... C-1
D. CPS POCKET GUIDE .......................................................... D-1
E. SUCCESS STORIES .............................................................. E-1
F. GLOSSARY ........................................................................ F-1
G. TEN TIPS FOR COOPERATIVE PROBLEM SOLVING .............. G-1
H. PROBLEM ANALYSIS FORM ............................................... H-1
1. **The Issue:** Here is the problem as we see it:

2. **Interests:** Here are our interests and the other party’s possible interests (i.e., underlying needs, concerns, hopes, fears, motivations):

<table>
<thead>
<tr>
<th>OUR INTERESTS</th>
<th>THEIR POSSIBLE INTERESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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After listing all the interests, mark each with an “S” (shared, similar), “D” (different), or “C” (conflicting, opposing).

3. **Options:** Here are some options that might satisfy our interests. (Options are possible, often creative agreements or pieces of an agreement. Options are not commitments.):
4. Standards (if applicable): Here are some customary, objective, widely-accepted criteria for handling situations like this:

5. Possible BATNAs:
   
a. If we fail to come to an agreement, here are some possible Best Alternatives to Negotiated Agreement (BATNAs) that could satisfy our interests:

   b. Here are some of their possible BATNAs:

6. Raising the Issue: Here is what we plan to say to raise the issue with the other party:

   Guidelines:
   1. Prepare
   2. Put it on the table (respectfully)
   3. Invite cooperation
   4. Listen and learn
7. **Questions We Could Ask** to find out what the other party’s interests are:

   **Guidelines:** "What" questions are better than "Why" questions.

   Examples:
   a. "What do you want to have happen?"
   b. "What do you hope to accomplish?"
   c. "What concerns do you have?"
   d. "What problem are we trying to solve?"
   e. "What will it take for us to work together?"
   f. "What would need to happen for you to feel satisfied?"
   g. "What is the best-case scenario for you?"

8. **Agreement:**
RESOURCES

The Association for Conflict Resolution
1015 18th Street NW, Suite 1150
Washington, DC 20036
USA
202-464-9700
www.acresolution.org

The National Association for Community Mediation
1527 New Hampshire Avenue, NW
Washington, DC 20036-1206
USA
202-667-9700
www.nafcm.org

The American Bar Association
Section of Dispute Resolution
740 15th St., NW
Washington, DC 20005-1009
USA
202-662-1683
www.abanet.org/dispute/

The Association of Family and Conciliation Courts
6515 Grand Teton Plaza, Suite 210
Madison, WI 53719-1048
USA
608-664-3750
www.afccnet.org/

Campus conflict Resolution Resources
www.campus-adr.org/main.html

Center for Restorative Justice and Peacemaking
School of Social Work
University of Minnesota
1404 Gortner Avenue, 105 Peters Hall
St. Paul, MN 55108-6160
USA
612-624-4923
http://ssw.che.umn.edu/rjp
U.S. Department of Justice  
Community Dispute Resolution  
http://www.ojp.usdoj.gov/eows/cdr/

Conflict Resolution Center International  
204 Thirty-Seventh Street,  
Pittsburgh, PA 15201-1859  
USA  
http://www.conflictres.org/

CRIInfo  
Conflict Research Consortium, University of Colorado  
Campus Box 580  
Boulder, CO 80309  
USA  
303-492-1635  
http://www.crinfo.org/

Conflict Resolution Network Canada  
http://www.crnetwork.ca/

CADRE (Consortium for Appropriate Dispute Resolution in Special Education)  
Encourages the use of mediation and other collaborative strategies to resolve disagreements about special education and early intervention programs.  
http://www.directionservice.org/cadre/

The Institute for Conflict Analysis and Resolution (ICAR)  
George Mason University  
MS 4D3  
Fairfax, VA 22030-4444  
USA  
703-993-2666  
www.gmu.edu/departments/ICAR/

Institute for the Study of Conflict Transformation  
http://www.transformativemediation.org/

International Association for Public Participation  
11166 Huron Street, Suite 27  
Denver, CO 80234  
USA  
1-800-644-4273  
http://www.iap2.org/index.html
National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23185-4147
USA
888-450-0391 x 1864
http://www.ncsonline.org/

Nebraska Supreme Court
Office of Dispute Resolution
402-471-3148
http://court.nol.org/odr/

Network of Communities for Peacemaking and Conflict Resolution
http://www.apeacemaker.net/

Oregon Dispute Resolution Commission
Supports the beneficial and effective use of mediation, negotiation, conciliation, and other collaborative problem solving processes.
1201 Court Street NE, Suite 305
Salem, OR 97310
USA
503-378-2877 x 22
http://www.odrc.state.or.us/

The Organization Development Network
76 South Orange Avenue, Suite 101
South Orange, NJ 07079-1923
USA
Fax: 973-763-7488
www.odnetwork.org

The NTL Institute
1240 North Pitt Street, Suite 100
Alexandria, VA 22314-1403
USA
703-548-1500, 1-800-777-5227
www.ntl.org

Partners for Democratic Change
An international organization committed to building sustainable local capacity to advance civil society and a culture of change and conflict management worldwide.
www.partnersglobal.org
Policy Consensus Institute
PCI is a national nonprofit organization that works with states to promote collaboration to achieve more effective governance.
www.policyconsensus.org

Public Conversations Project
PCP promotes constructive conversations and relationships among people who have differing values, world views, and perspectives about divisive public issuer.
www.publicconversations.org

Restorative Justice Consortium
www.restorativejustice.org.uk

Study Circles Resource Center
www.studycircles.org

Victim Offender Mediation Association
An international membership association which supports and assists people and communities working at restorative models of justice.
2344 Nicollet Avenue South, Suite 330
Minneapolis, MN  55404
USA
612-874-0570
www.voma.org

World Mediation Forum
A global association of people, organizations, and institutions committed to the use of mediation and other appropriate collaborative conflict management processes wherever conflicts threaten the well being of individuals, organizations, communities, and governments.
www.mediate.com/world
READING LIST

Difficult Conversations – How to Discuss What Matters Most, by Douglas Stone, Bruce Patton, and Shela Heen, Penguin Books, 1999. Teaches how to handle even the toughest conversations more effectively and with less anxiety. Based on the work of the Harvard Negotiation Project, it addresses the question: When people confront the conversations they dread the most, what works?

Getting to Yes: Negotiating Agreement Without Giving In, by Roger Fisher, William Ury and Bruce Patton, Penguin Books, 1991. Presents a concise, step-by-step, proven strategy for coming to mutually acceptable agreements in every sort of conflict - whether it involves parents and children, neighbors, bosses and employees, customers or corporations, tenants or diplomats. Based on the work of the Harvard Negotiation Project, a group that works with all levels of negotiation and conflict resolution from domestic to business to international.


The Birth Order Factor, by Lucille Forer and Henry Still, Pocket Books, 1977. Perceptions are one of the critical factors in conflict and conflict management. This book describes one of the significant influences on how we form our perceptions: our place in the family.

The Promise of Mediation, by Robert A. Baruch Bush and Joseph P. Folger, Jossey-Bass Publishers, 1994. Describes how the mediation process can be useful not only for developing good agreements, but also for developing good relationships and good citizens.

Warriors of the Heart, by Danaan Parry, Sunstone Publications, 1994, (607) 547-8207. Describes how our attitudes and beliefs affect our ability to resolve conflict. Provides guidance and exercises for our development as individuals and as peacemakers.

King, Warrior, Magician, Lover, by Robert Moore and Douglas Gillette, Harper Collins, 1990. This is a very useful book for understanding Jung’s archetypes and for using those archetypes to manage our inner lives and external behavior.
CPS POCKET GUIDE

Pocket Guide:

Solving Problems Together

Map of Cooperative Problem-Solving

Directions:
1. Print this page and the next page back to back.
2. Cut out entire strip.
3. Fold

Questions for Exploring Interests
- What do you want to have happen?
- What do you hope to accomplish?
- What concerns you have?
- What problems are we trying to solve?
- Are there other problems?
- What will it take for us to work together?
- What would need to happen for you to feel satisfied?
Rules for Active Listening

- Listen with respect—give ’em time to talk
- Don’t challenge or interrupt
- Check for understanding
- Don’t problem solve

Handling Anger

Handling Your Anger:

- Name it: “I feel angry (or hurt, or scared, or frustrated…) about…”
- Find safe place to vent, find physical outlets
- Avoid personal attacks
- Keep current
- Take a break
- Keep talking

Handling Other’s Anger:

- Acknowledge it
- Know your own “hot buttons”
- Find time and place to talk
- Balance rational with emotional
- Consider the source
- Set boundaries
SUCCESS STORIES


A large number of people in a government agency were trained in cooperative problem solving. Here are some of the "success stories" that resulted:

"How Did You Do That?"

"A sensitive situation arose involving four female employees and their male manager. I was asked to help them address the problem. Several meetings ensued in which candid discussions were held. Although my expertise in facilitating meetings of this sort is great, I lacked knowledge in developing an agreement based on the interests of the parties.

"Fortunately I was able to attend the workshop one week before our last meeting, and it was just what I needed. The meeting was then held and we were able to apply the tools and techniques of cooperative problem solving. The manager and employees accepted responsibility and accountability for the environment in which they work, and a formal complaint was avoided. On the way out of the meeting, the manager looked at me and said: 'How did you do that?'"

A Transition Problem

"In our labor-management negotiations we reached agreement through an interest-based approach. We began with representatives and the union expressing concerns and views as to how to make the transition to the new organization most effective and least disruptive to employees. These goals guided the parties to an understanding and resolution of conflicts."

From Eight Days To Three Hours

"Two years ago our labor-management negotiations required eight days, and the agreement was not really acceptable to both parties. Last year, using the cooperative problem solving techniques, a mutually satisfactory agreement was reached in three and a half days. This year, the total process needed just three hours!"

"There Will Be Conflicts To Be Resolved"

Our problem-solving process resulted in a "win-win" agreement. Both sides attributed our success to our interest-based approach. Recognizing there will be conflicts to be resolved, we anticipate that many will be resolved in this fashion and our communications will be greatly enhanced. Another added benefit is that the process works effectively not only in our work life, but in our personal lives as well."
“It Was Amazing To Me”

“Two groups were not able to reach agreement on sharing work space. Two facilitators were brought in and they began to use an interest-based approach to resolve the problem. Having identified the issues involved, they began to explore the interests of the parties in the room and the various stakeholder groups they represented. The groups then began to brainstorm options that could be used to resolve the problem, keeping in mind that all of the interests were shared by all of them. This concept kept them focused on the need to develop options that they all could live with.

“After the group generated several options, they began to focus on one of the options as a possible solution, and you could feel the energy in the room pick up around that possibility. The group began to work around that option and add things to it to make it work. Everyone was pleased with the approach they followed to arrive at a solution. The meeting was completed in less than two hours.

“One of the participants commented: ‘As we went through the process and came upon options that people could see possibilities in, I saw the parties come together, and that really was literally coming together. I felt the atmosphere of the room change. There was less tension. You saw their heads coming together across the table and them moving towards each other. It was amazing to me.’”

Side-by-Side

“Two participants in our workshop had been carrying on a feud for quite some time. It had escalated to the point where one of them accused the other of trying to run them down with a car outside of the office. During the workshop, both tried unsuccessfully to convince other participants that the way they had been treating each other was right and acceptable. However, the other participants started pointing out what they were learning in the workshop - they should attack problems, but to respect each other.

“Sometime during the workshop, the two participants started applying the principles of cooperative problem solving. Other participants noticed they were treating each other with more respect. After the workshop was over, one asked the other if she could walk back to the office with her. When they left, they were at least talking with each other and walking side-by-side.”
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>BATNA</td>
<td>Best Alternative to a Negotiated Agreement (A way to satisfy your interests if the negotiation fails.)</td>
</tr>
<tr>
<td>INTERESTS</td>
<td>Underlying needs, concerns, hopes, fears</td>
</tr>
<tr>
<td>ISSUES</td>
<td>Problems to be solved</td>
</tr>
<tr>
<td>OPTIONS</td>
<td>Possible, often creative agreements or pieces of an agreement; Options are not commitments.</td>
</tr>
<tr>
<td>POSITIONS</td>
<td>Demands or statements of what someone says they will do or not do; one party’s solution</td>
</tr>
<tr>
<td>STANDARDS</td>
<td>Customary, objective and widely accepted criteria for handling similar situations</td>
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TEN TIPS FOR COOPERATIVE PROBLEM SOLVING

When conflicts arise, we often fall automatically into adversarial, “you or me” ways of thinking and acting that lead to win-lose decisions and damaged relationships. Here are some tips to remember when you want to turn a conflict into a mutual agreement as well as a good relationship:

1. **Accept that conflicts are normal:** In fact, they are inevitable. There are seven billion people on this planet. We will never all agree. But with the right tools, we can learn how to manage many conflicts as partners so that everyone is satisfied.

2. **Treat conflicts as natural resources:** Conflict is neither positive nor negative in itself. It is the way you deal with the issue and with the other person that is the key. If you know how to handle conflicts well, this can lead to good agreements and improved relationships.

3. **Treat the other person as a partner:** When in conflict, you can either try to be the sole winner or ask: “How can we work this out together?”

4. **Listen:** If you don’t listen, the other person probably won’t listen to you. So before trying to solve the problem, listen – ask questions and really listen – until you understand your partner’s point of view. We all want to be heard and understood.

5. **Discover interests:** We tend to have disagreements over our positions - the way we want to do things. But we seldom talk about our interests - the reasons why our positions are important to us. Express your interests honestly, and ask about your partner’s interests. Often you will find some overlap between their interests and yours. It is in that common ground that you are likely to find solutions.

6. **“Understand the differences; act on the commonalities”:** There is an old saying that “there are at least seven solutions to every problem.” So once you have discovered interests, work together to find as many answers as you can to the question: “What are some possible ways for us to meet our interests?” You don’t have to come up with a solution by yourself - work it out together.

7. **Respect people; attack problems:** If emotions flare, don’t give in to anger or personal attacks. Emotions just mean that this is an important matter. Whatever happens, respect your partner’s dignity as well as your own. Stay away from questioning the other person’s motivation or character. Focus on the problem.
8. **Choose your approach:** You have choices when it comes to managing conflicts. Some conflicts are just not worth dealing with. At other times, it may be appropriate to resolve a conflict by just saying “no”. Other possibilities include going to court, going to the police, or having someone else decide. But for those times when your goal is solving the problem *and* improving the relationship, a cooperative approach will serve you best. What is important is to realize that you have choices.

9. **Know how to do it:** Like any other process, there are some fundamental steps in cooperative problem solving. Use them as guides:
   - Describe your point of view briefly and without judging the other person.
   - Discover interests through two-way conversation.
   - Generate options - possible ways to meet everyone’s interests.
   - Develop mutual agreements.

10. **Be a constant learner:** Cooperative problem solving is a learning experience for all involved. It requires that we temper our instincts for flight or fight. And it requires that we change our assumptions that conflict is a bad thing rather than an opportunity for problem solving. But like any other skill, you can get better at it with practice. It is rarely the easy route, but ultimately it is the most rewarding. And when you treat someone with whom you disagree as a partner rather than an enemy, you have at least increased the practice of civility in society.
# PROBLEM ANALYSIS FORM

<table>
<thead>
<tr>
<th>The issue or problem to be solved:</th>
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<table>
<thead>
<tr>
<th>Party A’s position - What they want:</th>
<th>Party B’s position - What they want:</th>
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<table>
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<tr>
<th>Party A’s possible interests - Their reasons for their position:</th>
<th>Party B’s possible interests - Their reasons for their position:</th>
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