**Task 3: Conflict Resolution Plan**

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| **Performance Issues (Details)** (bullying/poor work/privacy/ sexual harassment/ other) | | **Step to take to Prepare, Investigate & Consider Actions to Address Complaint.** | **Date/Time** |
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| **Resolution Plan** | | | |
| **Issues** | **List Actions:** | | **Date** |
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| **Follow-up: further sessions/ meetings/ training** | **Task** | | **Date** |
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