
Also, um eine Fremdsprache zu erlernen, braucht man Fleiß, Härtnäckigkeit und einen starken Willen.

Literatur:
1. Eine Fremdsprache. Das Programm für die allgemeinbildenden Schulen. - Herman Hesse, 2013. – 145 S.

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EFFECTIVE COMMUNICATION SKILLS:
RESOLVING CONFLICTS

A difference in opinions, values, understandings and thought processes of individuals leads to a conflict. When individuals strongly oppose each other’s ideas and concepts, a conflict starts. It has been observed that when people think in dissimilar ways and are not willing to compromise at all, conflict arises. It can start anytime and at any place when individuals are not ready to accept the middle path approach. A conflict results in verbal arguments, abuses, tensions and also spoils relationships [2, p. 710]. When conflict arises in the workplace - as it inevitably does - many smaller
organizations and family enterprises are not prepared to handle it. There are several conditions for conflict to be used and effective work can be done [3, pp. 434-436]:

1. Understand and evaluate people's emotional responses. When employees have strong emotional reactions to a workplace dispute, their whole internal defense mechanism may resort to a fight or flight reaction, and their ability to think and reason will typically take second place. The best strategy is to communicate with those involved after the anger and upset has dissipated. Arguing with someone who is emotionally triggered usually leads nowhere.

2. Be self-aware. Are you a conflict avoider or an aggressive leader? Be aware of who you are, how you deal with conflict, and the significant impact you are having on the situation. Not everyone may respond well to your style and there will be times where you may need to adapt and demonstrate better leadership.

3. Consider the views of all parties involved. No one wants to be told you are wrong. In fact, dialogue is often halted when someone is made to be wrong. It's important to consider different points of view.

4. Get to the root of the issue. Sometimes a conflict is a manifestation of a deeper issue, either at the management level or on the ground. A great resource is the 1981 classic bestselling book Getting to Yes: Negotiating Agreement Without Giving In by Roger Fisher and William L. Ury. It provides a simple step-by-step method for getting to the source of the issue and moving beyond it.

5. Accept people for who they are and who they are not. People process information and make decisions differently. Knowing how team members approach their work provides invaluable understanding, allowing them to draw on the strength of others rather than discredit their work styles or habits.

6. Be vigilant and enforce the measures that the team developed. No one likes to deal with conflict or reprimand people. However, once there are clear conflict resolution and communication guidelines, they must be implemented in a strategic and consistent way.

One of the primary communication skills for resolving conflict successfully is learning how to navigate an argument effectively. This includes keeping the focus on a single issue and avoiding personal attacks.
Stewart Levine, in “Getting to Resolution: Turning Conflict into Collaboration,” stresses that reaching resolution involves “addressing your real concerns” and “getting to the core of the conflict.” Active listening skills, such as talking less and asking questions for clarity, also play a role in effectively resolving conflict. Practicing strong verbal and nonverbal communication further contributes toward the successful resolution of conflict, whether between individuals or within a group [1, p. 271].

**Conclusion.** Conflict is a normal, and even healthy, part of relationships. After all, two people can’t be expected to agree on everything at all times. Since relationship conflicts are inevitable, learning to deal with them in a healthy way is crucial. When conflict is mismanaged, it can harm the relationship. But when handled in a respectful and positive way, conflict provides an opportunity for growth, ultimately strengthening the bond between two people. By learning the skills we need for successful conflict resolution, we can keep our personal and professional relationships strong and growing.

**References:**
