**Informal Resolution/Facilitated Conversation Request**

Thank you for your request. This information will be read by a member of the [Employee Relations team](https://www.imperial.ac.uk/human-resources/about-us/contact-us/employee-relations-and-hr-policy/) and will form the basis of further discussion with you. One of the team will make contact with you as soon as possible to arrange a suitable time to talk to you and discuss a facilitated conversation and other **options** available which include:

* + Support for you to talk directly to the other person (conflict coaching)
	+ Facilitated Conversation with the other person (facilitated by trained third party)
	+ Mediation
	+ Formal processes (in circumstances where resolution is not possible or suitable)

Once you are clear about the options you can choose how you would like to progress your issue. You may find it useful to look at information about each of these options before you have a discussion with the Employee Relations Adviser.

**Please complete this form as much as you can: it will help speed up the process. If there are things you would rather not write you can discuss them further when you meet with someone from the Employee Relations Team.**

**Your name:**

**Please give us a phone number or email that we can use to make contact:**

*(We will make contact and arrange a convenient and confidential time to talk)*

**Please outline your areas of concern:**

**Do you have anything else you wish to share at this point?**

**Have you discussed this with the other person(s)?**

 □ Yes □ No

If Yes – What was the outcome? If No – Please explain why.

**What outcome are you hoping for?**

**What do you need to resolve or improve this situation?**