

Role Mediation Instructions for Team Leaders

Dear Team Leaders,

As part of our commitment to fostering collaboration and resolving conflicts effectively within our teams, we request you to follow the mediation process outlined below:

Step 1: Preparation

- Identify the conflict and affected parties.
- Gather relevant information and document specific issues.
- Schedule a private meeting with all involved parties.

Step 2: Mediation Meeting

1. Set ground rules for respectful communication.
2. Encourage each party to express their perspectives without interruptions.
3. Facilitate discussion to identify common goals.

Step 3: Finding Solutions

- Brainstorm potential solutions collaboratively.
- Evaluate options and discuss the pros and cons of each.
- Agree on the most viable solution and document it.

Step 4: Follow-Up

- Schedule a follow-up meeting to assess the effectiveness of the solution.
- Encourage ongoing communication between parties to prevent future conflicts.

Thank you for your attention and dedication to maintaining a positive team environment.

Sincerely,

Your HR Department