

## Referrer details

Company details:

Company name:

Company address:

Address of Facilitated Discussion:

Facilitated Discussion requested by:

Name:

Position:

Contact number:

Email:

Preferred dates of Facilitated Discussion:

Consultant requested:

## Details of participants

### Contact details participant 1

Name:

Work title:

Work number:

Mobile:

Email:

Is participant 1 aware of the referral for Facilitated Discussion?

Yes **OR**  No

Is participant 1 agreeable to participation?

Yes **OR**  No, participant 1 is reluctant or unsure about participation (FD consultant to explore further)

Does participant 1 require a support person?

No **OR**  Yes, participant 1 would like the following person to participate as a support person:

### Contact details participant 2

Name:

Work title:

Work number:

Mobile:

Email:

Is participant 2 aware of the referral for Facilitated Discussion?

Yes **OR**  No

Is participant 2 agreeable to participation?

Yes **OR**  No, participant 2 is reluctant or unsure about participation (FD consultant to explore further)

Does participant 2 require a support person?

No **OR**  Yes, participant 2 would like the following person to participate as a support person:

# Facilitated Discussion Referral Form

## Background information

\*Please consider privacy and confidentiality requirements when sharing information about participants.

Details of issues / grievances between parties

Formal complaint?

How long has the business been aware of the issues?

What efforts to resolve the issue have been made?

What outcomes is the business expecting from the Facilitated Discussion?

Alternatives to Facilitated Discussion

If mediation is unsuccessful, what is the next likely step in the resolution process?

Are the participants aware of next steps/alternatives if Facilitated Discussion does not proceed or is unsuccessful?

Yes

No

What information does the business expect from the Facilitated Discussion?

Confirmation of attendance

Signed agreement reached

Other:

Please provide any other relevant background, additional context, or specific requests:

Do you require the Facilitated Discussion consultant to contact you before proceeding with participant contacts?

No, not required

Yes - note: additional time may be charged for handover conversations beyond review of referral documentation

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