

**FACILITATED CONVERSATION
REQUEST FORM**

Information about person requesting the facilitation:

Date:		Dept:	
Name:		Location:	
Phone:		Email:	

List the person(s) you are requesting to participate in the facilitation:

Will you (the requesting party) be attending the facilitation?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Name	Nature of your working relationship (attach additional names if necessary):		
	<input type="checkbox"/> My supervisor	<input type="checkbox"/> My subordinate	<input type="checkbox"/> My co-worker <input type="checkbox"/> Other:
	<input type="checkbox"/> My supervisor	<input type="checkbox"/> My subordinate	<input type="checkbox"/> My co-worker <input type="checkbox"/> Other:
	<input type="checkbox"/> My supervisor	<input type="checkbox"/> My subordinate	<input type="checkbox"/> My co-worker <input type="checkbox"/> Other:
	<input type="checkbox"/> My supervisor	<input type="checkbox"/> My subordinate	<input type="checkbox"/> My co-worker <input type="checkbox"/> Other:

Briefly describe the issue(s) to be addressed:

Desired Outcome:

Mail to: Employee Relations
WSSU Office of Human Resources, 203 Eller Hall
Winston-Salem, NC 27110

OR Fax to: Employee Relations at 336-750-2838

OR Deliver to: Eller Hall Room 203, Office of Human Resources

For OHR internal use only

The Office of Human Resources will contact you regarding the facilitation and will assign trained facilitators.