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| ACTION  | TIMEFRAME | PERSON’S RESPONSIBLE | DESCRIPTION | RESOURCES |
| HR meeting with Director | 2 hrs. | HR business partner | A company director or an employee of an HR department can take on the role of an intermediary, that is, a person who helps the parties to express their claims without emotional intensity, find common ground and take possible steps towards each other. Sometimes you have to admit that the dispute has gone so far that it is necessary to raise the question squarely and part with the “instigator” of the conflict. | Through proper channel |
| HR meeting with manager (rental) | 2 hours | HR business partner | Tell about the issues going through the company and employees and how to solve them.  |  |
| HR meeting with expert assistance | 1 hour | HR business partner | despite the discussion, clarity regarding the priority did not come, or during the moderation session the participants intellectually “rested” and could not find possible solutions to the problems facing the project, in these cases “expert assistance” . In this situation, the manager, who is an expert in the field of the planned project, may suggest certain nuances or help to correct plans. But, this tool is not advisable to apply in case all previous methods were not used. For example, employees held one meeting and, faced with difficulties, immediately turned to management. | Through experts |
| Handling on social networking | Once in a week | HR business partner | The social network helps to train and inform employees about innovations in the company, it allows for online conferences and seminars, i.e. solves the problem of conducting trainings and training events for a new employee. In it, you can monitor the activity of any of the employees, including tracking the individual dialogue between the manager and the newcomer, by setting up the RSS feed function. The corporate social network gives you the opportunity to exchange messages with any of your colleagues, get acquainted with them, share information and ask questions - both about work and for personal needs, which creates a single information space and strengthens the corporate culture of the company. |  |