



**Yasar Ahmad**  
Leadership Coach | Career Advisor

[www.yasarahmad.com](http://www.yasarahmad.com)

@yasarahmad

🔥 Fast-track your career into Leadership  
📁 Helping leaders Amazon, NHS, BT & more thrive  
🎧 Podcast Host @the\_talent\_community  
🌍 Global Vice President - HelloFresh

## Questions to Ask Yourself and Checklist before meeting HR

### Questions to Ask Yourself Before Going to HR:

- What specific issue am I reporting? Clearly define the problem, whether it's harassment, discrimination, policy violation, or something else.
- What outcome am I hoping for? Be clear if you're seeking resolution, support, policy change, or just documenting the issue.
- Have I documented specific incidents? Include dates, times, people involved, and a factual account of what happened.
- Did I attempt to resolve the issue directly? If appropriate, have you spoken to the person involved or a manager first?
- Am I prepared to stay professional and stick to facts? Avoid letting emotions override the meeting.
- How might my complaint affect my work environment or relationships? Consider possible outcomes and prepare accordingly.
- Do I understand the company's policies related to this issue? Review the employee handbook or relevant guidelines.
- What questions should I ask HR during the meeting? Prepare a few key questions to get clarity on the process and next steps.



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## Pre-Meeting Checklist for HR Complaints:

### Questions to Ask Yourself and Checklist before meeting HR

- Compile all relevant documents: Emails, messages, incident logs, performance reviews, and any supporting evidence.
- Review company policies: Understand grievance procedures, anti-harassment policies, and relevant guidelines.
- Write down key points to discuss: Create a brief, clear summary of the issue to avoid going off-topic.
- Practice explaining the situation clearly and factually: Consider rehearsing with a trusted friend or colleague.
- Plan to maintain a professional and neutral tone: Avoid accusations and focus on facts and desired outcomes.
- Decide if you need a witness or support person in the meeting: Check if your company policy allows this.
- Prepare to take notes during the meeting: Documentation can be crucial for follow-ups.
- Know your legal rights and protections under employment law: Research or consult a legal expert if needed.



## Global VP of People at HelloFresh | Former Global Head at Zalando | Director at Wipro.

A globally recognized expert in Communications, Diversity & Inclusion, Talent and Leadership Development, Global Mobility, and Compensation Strategy. An expert in aligning talent, leadership, and financial strategies to drive organizational growth and operational excellence.

Currently offering tailored mentorship, leadership coaching, and actionable strategies for high-impact change. Rooted in inclusivity, challenging workplace norms, tackle discrimination, and empower leaders to redefine success.

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### Awards & Accolades

 Curators of the New Business Landscape HR Distinction Awards - Distinction in Inclusion and Diversity (2019)	 Top Influential Talent Leader (2024) Recruiter.co.uk	 Top 50 Talent Influencers (2024)	 Curators of the New Business Landscape HR Distinction Awards - Distinction in Inclusion and Diversity (2019)
 LinkedIn Top HR Operations Voice (2023)	 Top Influential Talent Leader (2023) Recruiter.co.uk	 Top 100 Influential TA Thought Leaders (2023)	 Top 10 Influential Muslims in Technology
 Most Influential People in TA, HR and Talent Management (2022)	 100 Most Influential HR Leaders (2021)	 Curators of the New Business Landscape HR Distinction Awards - Innovative Recruitment & Onboarding Initiatives (2018)	 Top-30 Recruitment Thought Leaders



#### Catapulting conversations

We often seek coaches and mentors at critical points in our lives. Usually at points of transition or at the crossroads of our thinking. I have had the privilege of knowing great people who have given me advice and support at these junctions.

Then I met **Yasar Ahmad**. An altogether unique experience. Thank you for a candid and challenging conversation about how I present and how I can best present, with tangible roadmaps for delivery and frank advice. A landmark career conversation. In a little less than an hour, he has provoked a blueprint for my next steps thinking and meaningfully expanded the boundaries of my ambition."

**Dr Nnenna Osuji**  
Chief Executive Officer



"Yasar is an integral part of my HR team, combining strategic insight with a hands-on approach to optimize talent operations. His ability to identify inefficiencies and implement impactful solutions."



**Dominik Richter**  
Chief Executive Officer  
Hellofresh



"You really provoked a new way for me to think about problems and consider solutions which you demonstrated can have significant business benefits as well as people benefits by properly understanding the problem that we are trying to solve."



**Dawn Scrafield**  
Chief Finance Officer  
NHS



"Yasar will never fail. Takes effort to understand the task and goes on to execute at full speed. A great colleague"



**Anil Jain**  
Chief Executive Officer  
Nomiso



"Yasar is one of those rare individuals with the capacity to listen, process what he has heard and offer deeply insightful reflections. Work with him if you can."



**Zaid Hassan**  
Chief Executive Officer  
Ten in Ten

