

**1. WHO IS THE CONVERSATION WITH?**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

 Meeting  Phone call ( To  From  ) Video Conference  Discussion

Who else was in attendance: \_\_\_\_\_

**2. THE DETAILS:**

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- Act as early as possible

- Be sure to describe the behaviour or situation and the impact it is having.
- Indicate what you would like to see happen in the future.

- Note any specific questions you wish to ask.
- Start with open questions.
- Ensure you clarify anything you are uncertain of.

