

DOCUMENTATION TEMPLATE FOR DIFFICULT CONVERSATIONS

PERSONAL AND CONFIDENTIAL

Meeting initiated by: _____ Date: _____

Date of Meeting: _____ Place: _____

Beginning Time: _____ Ending Time: _____

Attendee(s):

Purpose of Meeting:

Meeting Talking Points:

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

Follow-up Items (who, what, when):

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

Signature of Meeting Convener

Signature of Attendee (s)

Signature of Attendee (s)