

 **Documented Conversation**

Date: Click or tap to enter a date.

Team Member Name: Click or tap here to enter text. ID Number: Click or tap here to enter text.

Conversation Initiated By: Click or tap here to enter text.

Purpose of Conversation and Policy/Policies Reviewed:

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| --- |
| Click or tap here to enter text. |

Conversation Details:

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| Click or tap here to enter text. |

Next Steps:

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| Click or tap here to enter text. |
|   |
| Click or tap here to enter text. |

*This documented conversation is not corrective action. However, without improvement of the specified area(s) of concern, next steps may include corrective action, up to and including termination.*

**Acknowledged by:**

Team Member (signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conversation completed with:**

Supervisor/Leader (signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_