

**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)