RECORD OF COMMUNICATION

Create a file folder for each employee to maintain records of conversation and keep in a secure location. Logging conversations will document when the conversation occurred and enables you to recognize patterns. Be specific. Rather than making vague statements such as, "Joe came in late again today," write: "Joe was 10 minutes late to work today.

Employee Name:						Da	Date:			
Supervisor:						– Tiı	me:			
Participants:						_				
Phone Call	I		Meeting		Conference C	all	In Person		Other	
Issues Discussed:										
Dataile of Community	atian.									
Details of Conversation:										
Further Action Rec	Yes	☐ No	By Whom	:						
List Action(s):	•	1.								
	•	2.								
	•	3.								
Deadline:										