

Conversation Report



Facilitator
name:

Date:

Location (district
and municipality):

Participant
name:

Participant's position
and department:

1 How did the conversation feel?

Briefly describe what happened:

2 Has she/he taken any actions or made any progress?

Give examples of any progress made since your last meeting:

3 When did you last speak to this participant?

4 Is there any additional support you can provide?

What is it? How can you provide it?

5 Any other comments?