

# Discussion Worksheet Post-Meeting Summary

**Employee Name:** \_\_\_\_\_

**Discussion Date:** \_\_\_\_\_

**Gaining Agreement:** Did the employee agree to solve the problem / correct the situation  Yes  No

**Notification:** Was the employee advised of the specific action taken (Performance Improvement Discussion or formal disciplinary action)?  Yes  No

**Employee Assistance Program:** Was the employee provided information / referral to the EAP?  Yes  No

**Summary of discussion:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee's solution (Action the employee will take to correct the situation):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other solutions (Action to be taken by yourself or other people to help the employee solve the problem):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee's reaction: (Summary of employee's comments about the situation or the discussion):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Completed by:** \_\_\_\_\_

**Follow-up date:** \_\_\_\_\_