

4. Discuss each idea and express your support.

A.	B.

5. Decide and record specific actions and timing. Set follow up date.

A.	B.

6. Express your confidence in the person to achieve the expectations.

A.	B.

Commitments given.

A.....

B.....

Timescale for actions.....

Date of next meeting...../...../.....

Purpose/type of next meeting.....

