

4. Explain the consequences of no improvement.

A.	B.

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

A.	B.

6. Express confidence in the person to resolve the problem.

A.	B.

Commitments given.

A.....

B.....

Timescale for actions.....

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

Purpose/type of next meeting.....

