

4. Explain the action that you are taking, and the reasons.

A.	B.

5. Discuss and document future behaviour needed. Set follow up date.

A.	B.

6. Express your confidence that they can correct the behaviour.

A.	B.

Commitments given.

A.....B.....

Timescale for actions.....

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

Purpose/type of next meeting.....

