

PROVIDING FEEDBACK ON A PROBLEM

This template is designed for a meeting in which you have to provide feedback to a staff member on a matter that is quite serious.

1 As your team leader I need to discuss an issue with you. I am concerned about (...).
I have the following information about those incidents (....).

2 Is there anything you want to say about this issue? Are there any factors that I may not know about that have contributed to the problem?

3 The impact of this problem:

On colleagues is ...

On students is ...

On the school community is ...

4 I would like to develop a plan with you to achieve the following outcome:

5 To assist you in meeting this outcome you will receive the following: (be specific)

★ Support from me as your team leader	★ Support from a colleague(s)
★ Professional development	★ Alteration to policies or procedures
★ Changes in your job specification or objectives	★ Other?

6 We will review these actions and the outcomes by (...) (timeframe).

7 If we are unable to achieve the improvement the next step will be (...).

8 I will document this meeting and the plan we have developed. You will receive a copy; I will keep a copy (and I will hand a copy to the Principal). Is there anything else that you would like to say?