

# CONVERSATION WORKSHEET

NAME   
MEETING   
PLACE

DATE   
TIME

## Preparation:

My opening statement:

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The points I need to make are:

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Positive reasons to have this conversation now:

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Volunteerplaintalk.com

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## Follow Up

Our volunteer shared/we discussed:

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Conclusion/Resolution:

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Follow-up steps:

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## Follow Up

### Progress:

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### Continuing steps to resolution/outcome:

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### Future program adjustments:

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