

Feedback Session Template

Meeting Date and Time:

- [Insert Date and Time]

Attendees:

- [Manager's Name]
- [Employee's Name]

Positive Feedback:

1. [Positive Point 1]
2. [Positive Point 2]
3. [Positive Point 3]

Constructive Feedback:

1. [Constructive Point 1]
2. [Constructive Point 2]
3. [Constructive Point 3]

Employee Comments:

- [Comment 1]
- [Comment 2]
- [Comment 3]

Notes:

- **Positive Feedback Discussion:**
 - [Detailed notes on discussion]
- **Constructive Feedback Discussion:**
 - [Detailed notes on discussion]

Action Items:

- **Task:** [Task Description]
 - **Assigned to:** [Person Responsible]
 - **Deadline:** [Due Date]