

Let's Talk

My issue/concern:

Julia, over the past few weeks I have been finding it difficult to work with you. I feel as if you are ignoring me instances where I'm asking about the program and you say "It's fine I'll do it". Or I'm trying to talk to you about a message a parent wants me to relay and you stop me short saying "I already know". It makes me very unappreciated. - Mandy

Addressing issue/concern:

Mandy, please don't take it personal and I'm sorry that you feel I've been ignoring you. At the moment I feel like I'm under a lot of stress and because of that I may snap back. -Julia

Let's Resolve

Julia - Thank you for explaining the reason. Please let me know how I can help you relieve the stress. I am here to help you.

Mandy - Thank you for that. I understand that you're here to help and I will work on my stress by giving you more responsibility.

Signature: Mandy Smith

Date: 24/02/20

Signature: Julia Price

Date: 24/02/20

“Communication Makes Our Team Stronger”