

Office/Helen.

Meeting Date: 14/01/16 : Meeting Called by: _____ Meeting Lasted 20 Minutes

Ad-Hoc Meeting - Ad-Hoc Meeting

#66516 Ad-Hoc Meeting

	☒ VST	☐ VANDAGRAPH	☐ VIAMED
☐ Catherine Spence	☐ Daniel Lear	☐ Derek Lamb	☐ Emily Hanson
☐ Emma Clark	☐ Human Med	☐ Jean Lamb	☐ John Lamb
☐ Jonathan Connor	☒ Katie Evans	☐ Linda Shearing	☐ Lisa Leggoe
☐ Martina Austermann	☐ Michael Lamb	☐ Philip Crossley	☐ Robert Connor
☐ Ryan Swaine	☐ Steve Hardaker	☐ Steve Nixon	☐ Tom Ladds
☐ Training	☐ Xhibition		

The office have spoken to me regarding Emily. They have said she was really upset all day wednes day 13/01 after the two meetings / discussion Steve had with her. Tues eve + wed morning I think Steve probably came across badly as when go upset people they are less likely to take in the information you are trying to give. Emily is only very rarely upset. With regards to the issue it seems we don't have a stock list for VST or a procedure for the purchase log with regards to VST. With this in mind possibly a softer approach with Emily may have yielded better results. It has also been suggested She booked Thursday so as not to be involved in the same issue again. Can we please think before we vent at our staff. No need to go over things more than once. Its how you say things.