

Meeting Date: 13/04/16 : Meeting Called by: HL Meeting Lasted _____ Minutes

Ad-Hoc Meeting - Ad-Hoc Meeting
#69853 Ad-Hoc Meeting

[] VST

[] VANDAGRAPH

[x] VIAMED

[] Catherine Spence	[] Catrin Hird	[] Daniel Lear	[] Derek Lamb	[] Emily Hanson
[] Emma Clark	[] Ethan Sanderson	[x] Helen Lamb	[] Human Med	[] Jean Lamb
[] John Lamb	[] Jonathan Connor	[] Karen Park	[x] Katie Evans	[] Linda Shearing
[] Martina Austermann	[] Michael Green	[] Michael Lamb	[] Philip Crossley	[] Robert Connor
[] Ryan Swaine	[x] Sarah Hawker	[] Sarah Walton	[] Steve Hardaker	[] Steve Nixon
[] Tom Ladds	[] Training	[] Xhibition		

review

KE - discuss CH not intentional cause probs.
not trying to take jobs.

SH - rushing, checking. How doing
not always copy esp Dept

feels like pestering feels bad. interrupting Sarah.

checking not sure?
it should be. - feels at fault blamed when not
emails her EH+HE errors

EH - mentioned checking + phone
emails more care



SW - comes across as tough but actually
not - takes things to heart. People don't realise
KE worried she upset her. SW tells people tough
nothing bothers her - but it does. SH not trying to
undermine her and does respect her. SW maybe a little
paranoid. Not as approachable as maybe thinks she is.

Procedure for checking SW gets frustrated that people are
not working as fast ~~and~~ as
as accurate as she is. So is less
~~the~~ tolerant.

Team building with Lucy. Didn't say all of this ↑

warries about asking as
feels bad for interrupting +
having to keep asking.

feels maybe shouldn't be checking
as ~~not~~ made to feel ~~not~~

she checked orders errors on
them but she wouldn't know

getting blame for errors like
days order not her +
ackes on order she copied but
HE missed.

one of EH 1% discount not 5%
but EH said it was right.

She is being made to feel bad
when errors not her direct want to
say as she new.

Office attention to detail
motivation to find something
SH rushing to do

SH + EH checking error
more care with Sarah.H

Note on paperwork
the put workings on paper
work.

Emails cc if someone
off.

missed Amazon ??

be more careful with
checking

Complete jobs don't leave on
~~EH's Desk~~
Switching off don't
Just sit

Sarah + Katie are in
a position to tell you what
to do

SW taking things personal
re loud

CH + KE

EH more positive

EH frustrated with herself
~~re~~ re push.

[Phones - new stuff - locker]
shouldn't have gone to see a therapist

UPS packing guidelines: ??
check in with.

3 in one month
2 destroyed + 1 lost.

Sending things in bags.
UPS coverage self incident.