Cup of Coffee Conversation Debriefing
(Click anywhere on document to enter on-line form)

Date of Conversation: ______________________________________________________________
Starting Time: __________________________      Ending Time:____________________________
Messenger Name: _______________________    Receiver Name: ___________________________
Meeting Location: _________________________________________________________________
Brief Description of Lapse in Professionalism:  __________________________________________
________________________________________________________________________________

1. How would you characterize the receiver’s receptivity to this conversation?
   a. Eager/Willing to make changes
   b. Receptive/Interested
   c. Reserved
   d. Indifferent
   e. Frustrated/Defensive
   f. Angry/Hostile

2. Did the receiver try to offer an explanation for the behavior? If so, summarize.

3. If you had any difficulties delivering the message, please describe (e.g. pushbacks: deflection, dismissal, distraction or other):

4. Do you have any feedback/suggestions to help improve this process in the future?

5. Additional comment or concerns:

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