## **Feedback-Based Action Plan Communication**

| Recipient:                 |             |          |       |
|----------------------------|-------------|----------|-------|
|                            |             |          |       |
|                            |             |          |       |
| Feedback Summary:          |             |          |       |
|                            |             |          |       |
|                            |             |          |       |
|                            |             |          |       |
| Key Areas for Improvement: |             |          |       |
|                            |             |          |       |
|                            |             |          |       |
|                            |             |          |       |
| Action Plan:               |             |          |       |
| Action Step                | Responsible | Timeline | Notes |
|                            |             |          |       |
|                            |             |          |       |
|                            |             |          |       |
| Follow-up/Review Date:     |             |          |       |
|                            |             |          |       |
|                            |             |          |       |
| Additional Notes:          |             |          |       |
|                            |             |          |       |
|                            |             |          |       |