**Meeting Evaluation Form**

**Bad News Case**

**Group \_\_\_\_** as Management with **Group \_\_\_\_** as Employees

**Evaluation Criteria: Score 5 4 3 2 1**

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1. Appropriate greeting given

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1. Adequate buffer delivered

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1. Facts, reasons, case content discussed

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1. Negative/Bad News announced

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1. Compensation/Alternative Solution provided
2. Quality of Voice, Tone, Language

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1. Delivered with sincerity & confidence

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1. Non-verbal cues

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1. Dealing with questions

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1. Follow up given

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 **Column Sum**

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 **Meeting Score**

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 **Writing Score**

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 **Final Score**

**Comments:**

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