

Meeting Reflection Form

Meeting/presentation date

Meeting/presentation topic

Attendees (names, DiSC personalities,
etc.)

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Have I reached the outcomes that I wanted?

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Have I used the Good Communicator techniques/framework?

My effectiveness in this meeting was:

☐☐☐☐☐

low

high

The biggest achievement during the meeting was...

In order to have a better outcome next time, I will...

Any other thoughts?
