**Conference Call Log**

**Use this template to capture notes from each of your conference calls or face-to-face meetings.**

**Also, use the same template to write a summary of your calls every two months.**

**Email the summary (only) to**: [**mkonatolu@teamforresults.com**](mailto:mkonatolu@teamforresults.com)

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Length of call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Provide a brief recap of the technical nature of the discussion as it relates to skill areas on the Cemetery Ops List.

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1. Provide a brief recap of key learning relating to leading or managing people or your team, e.g., developing relationships, networking, addressing conflict, etc.

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1. Provide other pertinent information you choose to share, especially information that may support adding enhancements to this program in the future.

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