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# Employee Feedback Action Tracker

Log what you heard, categorize it, prioritize it, and track what you communicated back. This is how you close the loop.

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## Session Details

- Session date: \_\_\_\_\_ Group/role: \_\_\_\_\_
- Facilitator: \_\_\_\_\_ # Participants: \_\_\_\_\_

## Feedback Log

Record each distinct theme or issue. Categorize as operational concern (O), process issue (P), tool/software issue (T), communication gap (C), or other.

#	Theme / Issue	Type	Frequency	Notes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## Action Plan

For the top issues, define the response and assign an owner.

#	Issue	Action	Owner	By When	Status
1					
2					
3					

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#	Issue	Action	Owner	By When	Status
4					
5					
6					
7					

### Communication Back to Team

- Date communicated: \_\_\_\_\_
- Themes shared (summary, not individual quotes)
- Actions announced with timelines
- Items NOT being addressed — with reasoning explained
- Follow-up session scheduled for: \_\_\_\_\_

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