

One to One

Employee:

Manager:

1:1 Date:

CHECK IN: how are things going generally, how are you feeling?

1:1 Overview

ACHIEVEMENTS: since we last met, what have been your highlights in work, what specifically has gone well or what have you been really proud of?

1:1 Overview

PROGRESS: please give me an update on projects / objectives you have been working on since we last met.

1:1 Overview

IMPROVEMENTS: since we last met have you been frustrated by anything or do you believe your performance could have been better in any way?

LEARNING: what have you learned since we last met and how will you apply this in your role in the future?

1:1 Overview

SUPPORT: is there anything you need me or another colleague to help you with?
1:1 Overview

PERSONAL DEVELOPMENT: what personal development have you undertaken since we last met, or have you identified any learning or development needs you would like to discuss with me?
1:1 Overview

IDEAS: do you have any recommendations to share with me related to improving any aspect of the service we provide or how efficiently we do things?
1:1 Overview

FOCUS FOR THE NEXT 30 DAYS: what are the three priorities you aim to achieve?		
Action	Date Due	Completed
1:1 Action Overview		

FEEDBACK: are there any colleagues who have been particularly helpful or unhelpful to you since we last met?

1:1 Overview

FEEDBACK: do you have feedback for me; is there anything I can do differently to help you perform well in your role?

1:1 Overview