# RECORD OF 1-1 MEETING

|  |  |
| --- | --- |
| Employee name: | Date: |
| Position: | Line Manager: |

##### Progress with work since last 1-1 meeting

|  |  |  |
| --- | --- | --- |
| Tasks | Work completed | Next steps |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Achievements since last 1-1 meeting |
|  |

|  |
| --- |
| Difficulties or problems since last 1-1 meeting. Agreed actions to overcome them. |
|  |

##### Other matters

|  |
| --- |
| Any other matters discussed |
|  |

Signed (employee) ………………………………………………………………………..

Signed (line manager) …………………………………………………………………….