# RECORD OF 1-1 MEETING

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

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

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| --- | --- | --- |
| Tasks | Work completed | Next steps |
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| Achievements since last 1-1 meeting? |
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| Difficulties or problems since last 1-1 meeting. Agreed actions to overcome them. |
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##### Wellbeing

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| How is wellbeing? Any concerns with working relationships? Agreed steps to resolve any issues of concern. |
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##### Other matters

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| Any other matters discussed? |
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Signed (employee) ………………………………………………………………………..

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