# 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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##### Other matters

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

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