

**1-2-1 FORM**

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Regular and purposeful meetings reviewing personal progress are critical to support development and improve performance.

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| --- | --- | --- | --- | --- |
| Employee |  | | Date |  |
| Line Manager |  | |  | |
|  |  | |  | |
| Questions | | Notes | | |
| How do you feel like the last week/month has gone for you? | |  | | |
| What do you feel like you have you achieved over the last week/month?  *Or*  What has gone well? | |  | | |
| What do you feel like you have you struggled with/not achieved over the last week/month?  *Or*  What has not gone so well? | |  | | |
| How do you feel like you could you overcome any issues, or solve any problems that you have faced?  Is there anything we can do to support you? | |  | | |
| What would you like to achieve over the next week/month? | |  | | |

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| --- | --- |
| Is there anything else that you would like to share/talk about? |  |



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| --- | --- |
| Personal Development | Agreed Actions |
| (Is there anything to discuss in terms of  feedback, coaching or training activity?) |  |
|  |  |
| Managers Name: |  |
| Signature: |  |
| Date: |  |
| Employees Name: |  |
| Signature: |  |
| Date: |  |

**NOTES:**