**1-2-1 FORM**

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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? |  |

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

**1-2-1 FORM**

|  |  |
| --- | --- |
|  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:**