

Employee Name _____

Date of 1:1 _____

Talk me through your current workload:

- Any concerns?
- Any pressure points for me to be aware of?
- Do you need more work?

Ask the employee:

- What has gone well this last month?
- What has not gone so well this last month? What were the implications of this?
- Any training or support needed?

Employee Name _____

Date of 1:1 _____

Manager feedback:

- Things that have gone well
- Things that have not gone so well
- What can be done to make things better?

NB: Remember to
give specifics

Is there anything I can do or change that would help you do your job more effectively?

Any other concerns you would like to raise with me?