

## Appendix C

### 1:1s/Supervision Review Meetings Form

To Be Completed every 4-6 Weeks

#### Review of Your Objectives

<b>Name of Employee:</b>	
<b>Name of Manager:</b>	
<b>Date of 1:1 Meeting</b>	

<b>Objective (PLEASE COPY THESE OBJECTIVES FROM YOUR ANNUAL PERFORMANCE REVIEW FORM</b>	<b>Comment on progress</b>	<b>Completed or set to revised timetable?</b>


<b>Any Issues/Concerns</b> <b>Personal, Work or Health Issues</b>	<b>Action:</b>
<b>Any achievements since the last 1:1 you wish to share?</b>	<b>Action:</b>
<b>Progress on Personal Development Plan</b>	<b>Action:</b>
<b>Leave Booked/Requests</b>	<b>Action:</b>
<b>Any Health &amp; Safety/Equalities Issues?</b>	<b>Action:</b>

<b>Any Other Issues Raised/Points Discussed</b>	<b>Action:</b>
<b>Employee's signature:</b>	
<b>Manager's signature:</b>	

**OPTIONAL CHECKLIST: The line manager to add any other service requirements that need to be discussed and actioned:**

<b>Service Requirement</b>	<b>Evidence/action</b>
<i>Example: for young people's services, staff and managers have six-weekly supervision</i>	<i>Example: Supervision dates recorded and supervision notes saved</i>

