**One to One record**

Supervisee:

Position:

Supervisor:

Date:

**Key areas of discussion**

| **Individual health and wellbeing** (including annual leave and any sickness absence) |
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| **Current workload, achievements, issues or concerns** |
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| **Team working** |
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| **Health and safety or risk concerns** |
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| **Training and development needs (including mandatory)** |
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| **Professional and qualification status renewal** |
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| **Any other business** |
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**Review of previous agreed actions**

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**Summary of discussion and agreed actions**

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**Review of key objectives**

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| **Appraisal objectives** | **Progress made** | **Agreed adjustments**  (if required) |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |

**Further support required to meet objectives**

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|  |

Date and time of next meeting:

Venue: via Microsoft TEAMS