

Private and Confidential

One to One Meeting

Name:
Date:
Present:
Check-In <i>How are things going generally? How are you feeling? What kind of tasks/work have you been doing? Do you feel valued?</i>
What has gone well? <i>Specific details, what exactly went well?</i>
What hasn't gone so well? <i>Specific details, what are your thoughts? What have you learnt? What will change in the future? What do we need to change?</i>

Actions

What actions are needed? , Any training or on the job training? What are you interested in learning more about? When is the next meeting planned?

Action	Who?	Due Date
Next meeting on:		

Signatures (all parties)

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