**Progress Review Agenda and Notes**

Please complete this form and send it to me ahead of our meeting. We will use your comments, thoughts, and reflections here to inform and support our discussion.

If you are able to have your Workplace Mentor complete the relevant section that would also be helpful in enabling us to get the most out of the meeting.

**Off The Job** (OTJ) - Please ensure that your recording of OTJ time is up to date.

Time recording is up to date.

**Progress and Development**

What progress do you feel you are making in line with academic and apprenticeship milestones (assignments and *OneFile* tasks). Please identify areas of focus moving forward and what support you may require?

I am unsure as to my use of OneFile as I have only used it for time recording, and a few early tasks.

I am also unclear as to any resources that set out the academic and apprentice milestones. Are these detailed some I already have access to?

To re-enforce my learning, I am creating weekly posts on LinkedIn.

When do I chose my MBA top-up module?

Focusing on Assignment 1:

* ­3,000-word draft completed.
* Does the document require an abstract and summary?

**Impact at work**

In terms of your new learning, what have you been able to put into practice? What's gone well? What have you found challenging?

Before starting the course, I was apprehensive as to the value and benefits I could gain. However, I have found the content incredibly interesting and useful. Currently, my biggest take-away from the module is the need for reflection, both self-reflection and reflection on situations in which I have been involved. I feel that I have become more observant, and more easily see positive and negative behaviours in myself and others.

I now understand the important of networks and asking for feedback. However, I still struggle with both of these; networking due to our hybrid working environment, and feedback due to my hesitancy to be open and vulnerable.

**Workplace Mentor Comments**

What's going well? Where might focus be needed and what support can you offer?

Unfortunately, my workplace mentor will be unable to attend the meeting due to train strikes, however, he is my line manager, and we are in constant contact. He has also completed the apprentice programme and the MBA, and has been able to provide some guidance.

**Wellbeing**

We will consider e.g. work-life balance, managing your time for the programme, and anything that you feel might be impacting on your progress.

We will also discuss Wellbeing as it relates to Safeguarding, Prevent and keeping safe at work and also online. We will also consider Equality, Diversity, and Inclusion. Please ensure that you have an understanding of these important agendas and their relevance to your organisation and how they inform your personal approach to your work and responsibilities.

**Additional Support**

Do you need any additional support?

Could we please spend some time covering KSBs, the evidence locator, and required competencies. I feel that I do not fully appreciate what is needed.

Thank you.