



### One to One Form

**Guidance Note:** *It is compulsory for managers to hold "one to one" meetings with all direct reports on a regular basis. Once a month is recommended. The manager should complete this form at or immediately following the meeting, ensure that it is signed and ensure that the employee has a copy.*

<b>Name of Employee</b>	
<b>Name of Manager:</b>	
<b>Date of One to One:</b>	
<b>Employee Number</b>	

#### Part One

**Review objectives discussed at last one to one meeting**

Objectives discussed previously	Comments on progress	Completed or set to revised timescales



**Part Three**

Discuss any other issues which are relevant (e.g. employee health and well-being, annual leave, working environment, IT systems, learning experience and evaluation, suggestions for improvements etc).

<b>Employee Notes</b>
<b>Manager Recommendations</b>

<b>Date of next one-to-one meeting</b>	
<b>Employee's Signature</b>	
<b>Manager's Signature:</b>	