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# Employee Tips:

* A 1-2-1 is an informal chat to discuss: how you are, share **achievements and identify if any support is needed.**
* You may discuss development opportunities, review progress in your objectives and personal development.

Notes and Key Actions

# Manager Tips:

* This is a tool to support the conversation between you both
* Include key points and any actions below.
* Questions you could ask: How are you? What's going well? Any challenges? What progress has been made with your objectives and personal development plan? Do you need any further support?



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