



My One to One Document

Best NHS Acute Trust in the Midlands to work for since 2018.

Employee:	<input type="text"/>	Line Manager/ Appraiser:	<input type="text"/>
Job Title:	<input type="text"/>	Job Title:	<input type="text"/>
Department:	<input type="text"/>	Department:	<input type="text"/>
		Date of Conversation:	<input type="text"/>

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.

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?

Notes and Key Actions

Employee Signature:	<input type="text"/>	Manager / Supervisor Signature:	<input type="text"/>
Date of conversation:	<input type="text"/>		