# RECORD OF ONE-TO-ONE MEETING

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| Employee name: | Date: |
| Position: | Line manager: |

## Progress with work since last one-to-one meeting

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| Tasks | Work completed | Next steps |
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| Achievements since last one-to-one meeting |
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| Difficulties or problems since last one-to-one meeting. Agreed actions to overcome them.  |
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| Progress with personal development since last meeting.  |
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## Other matters

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| Any other matters discussed  |
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Signed (employee) ………………………………………………………………………..

Signed (line manager) …………………………………………………………………….