## One-to-One Meetings

**Introduction**

* One-to-One meetings are an opportunity for managers and employees to discuss progress, performance, concerns, objectives and support.
* These meetings are important as they allow employees to engage with their manager, discuss achievements, raise concerns, resolve conflict and feel valued and supported.
* One-to-One meetings should be completed, on average, every month for full time staff and termly for part time staff**;** or more frequently if required.
* A written record of the meeting and of agreed actions should be created using this form or another suitable format.
* The manager and employee should each retain a copy of the written record. One-to-One meetings are part of the routine performance management and records may be audited for equality monitoring.
* Previous One-to-One notes should be used at each meeting to review progress against any actions agreed.
* Annual leave should be recorded. Managers should encourage staff to take annual leave throughout the year to avoid a build up at the end of the year.
* Sickness/ Absence must be recorded and discussed to ensure that there are no underlying issues.

**Notes on the form headings**

1. **Progress and Achievements**

Record progress made against objectives and any potential barriers to achievement. Early completion of objectives should be noted and new objectives discussed in preparation for the next One-to-One meeting.

1. **Personal Performance**

Discuss and record performance; attitude, attendance, absence, personal development and any other support needs to ensure the achievement of personal and business objectives.

1. **Concerns**

Whilst concerns should be recorded if discussed in supervision, it is important that the proper processes are applied in serious cases such as Dignity at Work issues, Disciplinary matters, and Grievance matters.

If there are any concerns over matters raised, managers should refer to the appropriate policy or contact HR for advice.

1. **Continued Professional Development (CPD)**

Discuss development needs that relate to the achievement of current objectives and broader development to support the employee’s current and future responsibilities.

Development can be supported through project work, coaching, mentoring, e-learning or the attendance of courses and meetings.

1. **Concurrent Responsibilities**

Discuss activity relating to any concurrent responsibilities held by the employee (e.g. Health & Safety, first aid, fire marshalling, trade union, membership of an equalities steering group)

**6.** **Actions**

All agreed actions from any of the areas above should be recorded in this section. Agreed actions will then form part of the next One-to-One meeting.

## One-to-One Meeting Notes

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| --- | --- | --- | --- |
| Employee’s Name |  | Job Title |  |
| Staff Number |  | Manager’s Name |  |
| Annual Leave Remaining |  | Absence Since Last Meeting |  |
| Meeting Date |  | Previous Meeting Date |  |

1. Progress & Achievements

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1. Personal Performance (Conduct, Attitude, Attendance, Absence, Development)

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1. Concerns

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1. Continued Professional Development (CPD)

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1. Concurrent Responsibilities (state if not applicable)

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1. Action Plan

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| --- | --- |
| Action | Target Date |
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|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature |  | Date |  |
| Manager Signature |  | Date |  |

|  |  |
| --- | --- |
| Date of Next Meeting |  |