

Check-in Meeting

Name:

Date:

**Prompts for Discussion**

* **Actions from last check-in**. Have agreed actions been completed? If not, what can be done to ensure they are completed in the next week?
* **Performance Objectives and Personal Development Objectives**. What progress has been made? Are there obstacles that could prevent them from being achieved on time? How might these obstacles be overcome? Are all your objectives still relevant? Do they need to be changed?
* **Feedback**.What things have been done particularly well? What could be done better next time or learned from? What feedback has been given by colleagues or external contacts recently?
* **Using strengths**. Has the individual been able to do what they do best in their role recently? How can they better utilise their strengths on a day-to-day basis?
* **Priorities**.What are the priorities for the next few weeks, both for the individual and the team? Have organisational priorities changed recently?
* **Issues or concerns**. Does either party have any issues or concerns to discuss? What are the potential options for addressing them? What specific actions are going to be taken?
* **Help and support**. What help or support is needed from the manager over the next couple of weeks?

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| **Action Points** | **Notes** |
| * List action points and who is responsible here
 | * Make any notes here
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