

Staff 121 Record

Staff Name:

Reviewer Name:

Date :

1. Summary of Performance/ Discussion (Current priorities, workload, what's going well, challenges or concerns, personal wellbeing, job satisfaction)

2. Progress with Actions/ Targets from Previous 121

Action	Target Date	Who?	Progress

3. Progress towards role related annual objectives/ Support Needs

4. Learning and Development, CPD Activity since last One 2 One (completed, future plans etc)

5. Summary of Priorities for the next month

Action	Target Date	Who?	What will success look like/ Support Required

I confirm this is an accurate record of the meeting:

Line Managers Comments/Feedback

Individuals Comments

Date of next meeting: