

## 121 form

For Line-Managers, regular and purposeful meetings with staff are critical to support development and improve performance. The form below can be used to structure these meetings.

### 121 form

<b>Staff member</b>		<b>Line manager</b>	
<b>Date</b>			
<b>Questions</b>	<b>Notes</b>		
How is your week going?			
What have you achieved this week? <i>Or</i> What has gone well?			
What have you struggled with/not achieved this week? <i>Or</i> What has not gone well?			
How can you overcome any issues, or solve any problems?			
Do you need any support or resources from me?			
Let's agree what you are working on next week.			
Have you got anything else on your mind we need to talk about?			
<b>Personal development</b> Is there anything to discuss in terms of feedback, coaching or training activity?			
<b>Agreed actions</b>			

