**All non-PDR users – 1-1 template**

1-1’s are regular conversations used to discuss the things that are important to the individual. They are quality, focused discussions between the individual and their line manager. Ideally taking place on a monthly basis. This template will help structure your 1-1 providing a consistent approach.

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| **Name of individual:**  **Name of line manager:**  **Date of meeting:** |
| **Proposed topics to cover** |
| 1. **Your wellbeing** |
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| 1. **Your tasks /workload** |
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| 1. **Any support required including development needs** |
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| 1. **Actions Agreed and anything else** |
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