|  |
| --- |
| **1-1 SUMMARY** |
| **Name of individual:****Name of line manager:****Date of meeting:**  |
| 1. **Opening discussion / Wellbeing** – summarise discussion and actions
 |
|  |
| 1. **Progress towards goals** - summarise discussion and actions
 |
|   |
| 1. **Personal development plan** - summarise discussion and actions
 |
|  |
| 1. **Any other business** - summarise discussion and actions
 |
|  |