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