**ELU One-to-one Template**

Name of Staff Member

Name of Line Manager

Date:

Overview of current objectives raised in appraisal.

**Headings for consideration:**

* Actions from last Meeting
* Current Projects
* Forward Planning
* Learning and Development
* Appraisal objectives
* Agreed actions – who is responsible for what?

**Notes**

* Template to be used at least every 4 weeks (every other one-to-one meeting)
* Written up by the person being ‘line managed’
* Writing up is light-touch and can be done by email or in basecamp
* Extra note