

# 121 form

Regular and purposeful meetings with personal review meetings are critical to support development and improve performance.

Staff member		Date	
Line manager			

Questions	Notes
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?	

Personal development	Agreed actions

