

## Monthly 1-1 Conversation – [INSERT DATE]

**Manager:** [INSERT NAME]

**Staff Member:** [INSERT NAME]

### Update from previous actions:

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### 1 - What's annoying you right now at work and what would improve this?

### 2 - What's going well right now at work and how do we maintain this?

*The positives that I have seen in your performance are:*

### 3 - Give me some advice about something I could do better when leading you or the team, even if you think it will make me uncomfortable?

**Actions for this month:** *Include core priorities and any extra tasks, agree how these will fit around current workload*