TIPS FIRST 100 DAYS

Manager / Mentor Conversation Record

A structured record for supportive conversations throughout the first 100 days in Patient Services.

THE PURPOSE IS DEVELOPMENT, NOT PERFORMANCE SCORING.
Use this record to notice progress, surface uncertainty early, agree practical support and keep learning visible.

Colleague	Manager / mentor	Date	Stage / day

Start with the colleague

What feels easier or more familiar since our last conversation?

What are you most pleased with or proud of?

What still feels uncertain, difficult or unfamiliar?

Is there anything you have been reluctant to ask about?

Safety and support check

Do you know who to ask when you are unsure?	
Is there any process you are currently guessing or unclear about?	
Is workload or pressure affecting your ability to work safely?	
Is there any situation we should revisit together?	

CONVERSATION RECORD	FEEDBACK & DEVELOPMENT

Manager / mentor observations

What I have noticed you doing particularly well:

A strength you may not yet recognise in yourself:

An area where more explanation, practice or support would help:

People. Practice. Potential.

PEOPLE How is confidence in communication, compassion and working with others developing?	PRACTICE How is understanding of role, local processes, safety and escalation developing?	POTENTIAL What strengths, interests or next learning opportunities are emerging?

Agree what happens next

One thing to keep doing	
One thing to practise or learn	
Support / training / explanation we will arrange	
Who will help?	
When will we review this?	

GOOD SUPPORT IS SPECIFIC. “Ask if you need anything” is helpful; agreeing who will show what, by when, is better.

CONVERSATION RECORD | **DAY 100 / MILESTONE REVIEW**

Look back - then look forward

These prompts align with the Day 100 conversation in the First 100 Days journey. Use them at Day 100 or at another meaningful milestone.

What do you think I am doing particularly well now?

Where do you think I still need support?

Have you noticed any strengths I might not recognise myself?

What would you like me to become more confident in over the next three months?

Are there any areas where I could begin contributing more?

What could my next 100 days look like?

Our agreed next steps

Development priority	
Support / opportunity	
Review date	

DAY 100 IS A MILESTONE, NOT A FINISH LINE.
The aim is not to remove the right to ask questions. It is to make progress visible and agree what development comes next.