

1:1 PROFORMA

NOTES:

It is our aim within NIHR CRN GM that every member of the research workforce is given regular opportunity through 1:1 meetings with their line manager to review their capability and current performance against their assigned workload, service plans and objectives, plus manager's expectations of the role.



(While PDR or appraisal is mandatory, they do not serve the same purpose – but - 1-2-1 does feed into appraisal).



All sections should be completed by the staff member prior to the meeting and provided to the line manager before the 1-2-1 so it can be used as a tool to frame the discussion.

When content is agreed by both, the form should be signed by staff member and manager.

A hardcopy should be kept by each party (preferably electronically in the person's p-file) and be used as part of the next meeting.

NAME OF STAFF MEMBER:	NAME OF MANAGER(S):	DATE OF 1-2-1 MEETING:
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1. Staffing Issues <i>(if applicable)</i>	
2. Study Issues <i>(if applicable)</i>	
3. Activities/work between last meeting and now <i>(including goals achieved & those not yet completed)</i>	
4. Things that have gone well this month and any challenges that might have arisen.	
	
5. Planned work for next month/significant upcoming events.	
6. Review questions 1-5 in relation to this role.	
Does any of this activity provide evidence of working towards.....	
<input type="radio"/> the CRNGM annual plan and set objectives for the whole team or your team?	<input type="radio"/> your PDR objectives?
It would provide evidence of.....	It would provide evidence of.....

<p>7. Any training or personal development needs identified for the staff member to meet the needs of their role? Consider the CRN GM Policy & subsequent forms for completion:-</p>
<p>8. Any training been completed that needs to be updated in the Training Matrix?</p>
<p>9.  WhatMattersToMe Individual and Team</p>
<p>10. What would make a.....  for you? https://www.robertsoncooper.com/ <i>(this is simply a prompt for a conversation – it's not obligatory to provide an answer or to discuss this each time you meet)</i></p>
<p>11. Other issues raised or discussed?</p>
<p>12. Manager's Updates from recent meetings / communications (Trust/CRN/Team)</p>
<p>13. Manager's Feedback</p>
<p>14. Date for next 1:1 meeting</p>

SIGNED: (Staff member)		DATE:
SIGNED: (Manager)		DATE: