**1:1 Meeting:** [Name]

**Date:**

**1.**

**2.**

**3.**

**3 things you have found challenging**

**Wellbeing Check-In**

**3 things you are proud of since the last 1:1**

**1.**

**2.**

**3.**

**What would you like to achieve in the next month?**

*Prompts: What do you need to achieve X? Is there any training which you need to support you to achieve X?*

*Prompts: How are you? How have you been feeling since X? Is there anything you need from me? How else can we support you? Is there anything we can do differently? Is there anything else I can offer as your manager, or anything the organisation can offer?*

**Staff member feedback**

*Prompts: What is working well currently? Is the format of this 1:1 still working for you? Are there any changes you’d like to make to the way we work together? What have you learned about yourself/your work since the last meeting?*

*Prompts: Think about actions to be agreed on based on overcoming any challenges identified.*

**Agreed actions**

**Date of next 1:1:**

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