



### 1-2-1 Feedback Sheet

This Feedback sheet should be completed by the Line Manager in conjunction with the Trainee as part of the 1-2-1 process.

The 1-2-1 meeting should take on average approx 15 minutes. It provides all parties with the opportunity to have a focused discussion on the Trainee's current performance with the aim of giving the Trainee positive feedback on what they are doing well along with constructive feedback on areas requiring improvement supported by an action plan.

It is important for the feedback sheet to be completed at the time of the meeting and that all parties receive a copy. A copy should be kept in the Trainee's L&D folder.

Name of Trainee..... *Kalvin Sanders* .....

Name of Line Manager..... Date of 1-2-1 ..... *8/2/17* .....

**Actions carried forward from previous 1-2-1**

**What is going well?** (Identify an exceptional area of performance)

*Brave + interactive. Fidgeting*

**What needs improving?** (Identify an area that requires the most improvement)

*Nerves*