

Check-in form

Name: Click or tap here to enter text. **Date:** Click or tap to enter a date.

The conversation

What do we need to think about today?

Given we have x minutes, what about that do we need to focus on?

What would you like to be different by the end of our time?

How will you know you have got what you need out of this time?

How are we going to do this?

Where shall we start?

Priority Areas

List key discussion points here

- Is there anything from our previous check-in that needs to be followed up?
- Click or tap here to enter text.

Talking points

Wellbeing

Discuss the team member's current wellbeing - use the wellbeing @ Luton guide. You may want to allocate a score from 1-10 to enable this to be monitored consistently.

Successes

Remember to recognise and acknowledge when things have gone well. This is a good opportunity to reflect on successes, values and contribution to the corporate vision as well as identify any learning points.

Issues

What needs attention? What would support your continued performance/improvement/ development? Coach the team member to come up with their own solutions. Remember to note any actions under 'future focus'.



Luton



Conversation and future focus

Record here the main points of the conversation and area of focus until the next check-in. This could be related to development, progression opportunity, performance, project work, health and wellbeing.

Objectives – Outline specific tasks/objectives below with timescales and progress

Objectives	Timescales	Progress/comments
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Closing - Have we done everything we need to do?

Performing

Is the member of staff performing? Yes/No

Choose an item.

Check-in

When is the date of the next check-in?

Click or tap to enter a date.

i-Trent

Have you recorded everything on i-Trent? Yes/No

Choose an item.

Signed by manager:

Signed by employee:

Please note that by signing this document you are confirming that this is a true reflection of the conversation.