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| **Name:** | **Date:** | **Manager:** |

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| **1. How are you?** |
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| **2. Performance-What’s been going well/not so well? Any areas that you feel need some focus/development/improvement? If so, how can we support?** |
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| **Managers comments:** |
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| **3. Any agreed actions/objectives and timescales: (including anything the manager has agreed to do).** |
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| **4. Anything else/ Any feedback?** |
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