

1-2-1 Check-in Guide

Better Conversations

- ❑ **What's been going well?** What have you enjoyed most? What are you most proud of?
- ❑ What things are you **finding harder**? Is there anything which is unclear or confusing about your role? What do you need to make progress?
- ❑ What are your **key aims/goals** for the next x weeks/months? Do you have everything you need to achieve those?
- ❑ What might be the **potential challenges/blockers**? What can you/we do to manage those?
- ❑ How are you **working with the people around you**? Where are your relationships strong and which ones need focus?
- ❑ Do you have **access to the information, resources** and people you need to do your job to a high standard?
- ❑ **What relationships are important** for your work over the next period and how can I support you in strengthening those that need it?
- ❑ **Do you feel appropriately challenged at work?** Are you learning new things? Anywhere you feel out of your depth / overloaded? How can we better support you?
- ❑ **What additional learning and development do you need?** How can we support you to make that happen?
- ❑ **Any problems – current or future - that you think we ought to be looking at?**

