

1-2-1 Catch Up

Name:	
Date:	

Purpose of Catch Up:

- To reflect on how things are going
- A chance to share perspectives
- A chance to re-adjust/take necessary next steps

How do you feel things are going?

What are you most proud of/happy with over the last week/month?

What I think you've done well.....

Your chance to catch people doing things right

What hasn't gone so well.....and more importantly what learnings have you taken from the situation?

Some helpful tips I can offer for you to work on.....

Your chance to offer some developmental feedback

What support do you need from me / your colleagues?

Is there anything else you want to discuss?

Great to have you on the team!