

Staff one-to-one / shared notes

Both people can add topics. Record agreed actions with an owner and date, then confirm the next check-in.

Staff member / team

Manager or team lead / date

PROGRESS & SUCCESSES What moved forward? What is working well?	SUPPORT & OBSTACLES What is getting in the way? What help would be useful?
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Priorities / topics for discussion

What matters before the next check-in?

Agreed actions

Action / next step	Owner	Target date	Progress / reference

Points to clarify / revisit

Topic / who will follow up

Next check-in date

Notes recorded / checked by