

1:1 Record Sheet
Practice Manager

Staff Member:		JD:	
Line Manager:		Date:	

Core role responsibilities and progress against them	X month progress / update
How are you?	
What is on your list to discuss?	
Wellbeing conversation	
Things on my list to discuss beyond the core role objectives	
Service Performance and reporting including rotas	
Service Finance including bank and agency	
PCN relationships and development	
What help do you need from me / others?	
Do you need to escalate anything to me? Information or any action?	
People and culture – leadership of the team and workforce compliance	
People and culture – ongoing or new HR issues	
People participation	
QI projects	
CQC preparation and peer review	
Sickness;	
Covid-19 risk assessment	
Annual leave, planned, booked, remaining, handover plans	
Training needs/CPD & mandatory training;	
Appraisal Roles-objectives; review / discussion;	
Trust processes and procedures	

Action log

Area	Action	Timescale

Signed:

Staff Member:	Date
Line Manager:	Date