

Monthly Activities Individual Catch Up

Name:	Date:	Manager:
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For Employee

How do you feel your work has been going this month? (Think about what's gone well and any challenges you've faced)
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What activities have you been proud of recently and why?	What do you feel hasn't gone as well or could have been done differently?

Is there anything that has affected your ability to carry out your role this month (e.g. workload, time management, personal circumstances)?	Do you need any support, training, or development opportunities to help you in your role?

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For Manager

How do you feel the coordinator has performed in their role this month?
(Reflect on their overall contribution, strengths, and any challenges noticed)

What activities or approaches have stood out positively?
(Comment on creativity, engagement, outcomes, or teamwork)

Have there been any areas where more support or guidance is needed?

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For Manager

Are there any recurring challenges or concerns that need to be addressed?

What activities or approaches have stood out positively? (Comment on creativity, engagement, outcomes, or teamwork)

Goals for the coming month: (What would we like to achieve together before the next 1:1?)	Agreed Actions