**Monthly 1:1 Records**

**Support Workers for ………………..**

**Summary Note**

**Employer:**

**Team Member:**

**Date:**

**1, Actions from previous 1:1 –** (cut and paste summary from previous 1:1)

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsibility** | **Timescale** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2, Current Workload –**

|  |  |  |
| --- | --- | --- |
| **Current Situation** | **Issue** | **Action agreed** |
|  |  |  |
|  |  |  |

**3, Issues / Concerns –**

|  |  |  |
| --- | --- | --- |
| **Current Situation** | **Issue** | **Action agreed** |
|  |  |  |
|  |  |  |
|  |  |  |

**4, Training/ Development –**

|  |  |  |
| --- | --- | --- |
| **Update/ Identified Need** | **Status** | **Action agreed** |
|  |  |  |
|  |  |  |
|  |  |  |

**5, Work/ Life Balance –**

|  |  |  |
| --- | --- | --- |
| No issues | **Update** | **Action agreed** |
| Hours per week = |  |  |
| Sickness = |  |  |
| AL booked = |  |  |

**6, Summary of all Actions Agreed in this 1:1 –**

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsibility** | **Timescale** |
|  |  |  |
|  |  |  |

**7, Employers Comments –**

**Employers Signature:**

**Date:**

**Team Members Signature**

**Date:**