

1:1 Development Conversations

Use this template to keep track of your development conversations.

Name:		Date:
<p>QUESTION 1: LOOKING BACK – WHAT HAPPENED?</p> <p>What contributions did you make in this period and what was the resulting business impact?</p> <ul style="list-style-type: none"> • What are you most proud of? • What happened as a result? • What impact did this have on your business area's strategic initiatives? • How did this contribute to... (customer delivery/ personal growth/other employees) • What feedback have you had? • How could you take this further? 	<p>QUESTION 3: LOOKING FORWARD – WHAT NEXT?</p> <p>What are your key deliverables and the expected business impact for the coming period?</p> <ul style="list-style-type: none"> • How are you going to have impact on your business area's strategic initiatives this quarter/ what will you do to contribute to the achievement of these initiatives? • How will I know when you have achieved this- what does success look like? • How will this benefit your personal growth, customer delivery and/or your colleagues? • Do you need any support to do this? • What resources do you need to do this? 	<p>Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>QUESTION 2: LOOKING BACK – DO DIFFERENTLY?</p> <p>What could you have done differently?</p> <ul style="list-style-type: none"> • Are there any areas where you've felt frustrated or disappointed? • What has stopped you from having even greater impact? • What steps have you taken so far? • What are the different ways, in which you could approach this issue? • How could [the customer/you/ your colleagues] have benefitted further? • How could you have made an even greater contribution to the strategic initiatives of your business area? 	<p>QUESTION 4: LOOKING FORWARD – WHAT LEARNING?</p> <p>What help do you need?</p> <ul style="list-style-type: none"> • How could focusing on your learning and growth enable you to have greater impact on your business area's strategic initiatives? • How can you challenge yourself further? • What obstacles will need to be overcome? • How can you challenge the customer? • What could you learn from that experience? • How could you knowledge/ skills/ learning with others? 	

Actions	Updates Related to Actions