**One to one weekly meeting during notice period - checklist & record**

**Manager’s Checklist**

Managers should ensure that the following subjects are fully discussed and a record is kept of this and any further meetings.

Employee: Job Title:

Manager: Job Title:

Date:

**Agenda:**

* Re-cap on the purpose of the one to one meetings
* Discuss any issues/concerns/questions the employee may have
* Discuss any applications made and/or interviews attended
* Review any feedback obtained from applications and/or interviews
* Discuss interest in any current vacancies and if any applications made internal/external
* Review employees’ preferences for type, level, salary, location of roles and note any changes
* Discuss transferable skills to help identify any alternative roles.
* Discuss any feedback from L&D following any job search/application/interview support
* Discuss and identify any other support available
* Discuss progress on any training needs identified e.g. coaching/IT skills etc. Direct to the Learning Zone via intouch for current internal courses.
* Reminder about trial periods for roles during the notice period
* Ask if the employee has any questions on anything discussed.
* At the conclusion of the meeting clearly summarise any points from above, including any actions and agree a date for the next meeting.

Notes: (use this section for recording any points raised from above, including any action points)