

Prepare for a conversation about individual contribution.

Well-being

How are people feeling?

[illegible]

Contribution

What do people need to deliver? (eg tasks and actions)

[illegible]

How does it need to be delivered?
(eg behaviours and values)

[illegible]

Growth

Opportunities to improve
(the work) and develop
(the individual).

[illegible]

Forward look

What have you both agreed to do before the next check-in conversation?

[illegible]

Performance snapshot

At this point in time would you say performance is:

- On track
- Off track

Feedback helps learning and growth, at each Check-in conversation, share one thing they have done well and one thing they could do differently.

My contribution

Guidance Notes

If you are a line manager

Things to think about before the conversation:

- Have you got any feedback for the individual that you want to share?
- Are you clear on their contribution this period?
- Are there any areas of support you can offer?

Prompts to have a great conversation:

- What is going well?
- How do you feel about current priorities?
- Are you clear about the expectations for the next period?
- What help do you need from me?
- What are you not working on now that you would like to be?
- Are there areas that you are keen to learn more about or experience?
- Are there things you think we should be doing differently?

If you are a team member

Things to think about before the conversation:

- Have you got any feedback you want to share with your line manager?
- How do you think you have contributed this period?
- Is there any support you feel you need?

Prompts to have a great conversation:

- What is going well?
- How do you feel I'm doing?
- These are the areas I think I need to focus on more.
- What are the expectations of me for the next period?
- These are the areas that I would like to learn more about.
- These are the things I think we should be doing differently.

Our values are the heart of everything we stand for as a business. It is essential that we understand and role model them in everything we do.



Safety and Security

Safety and security are at the heart of all we do as we move to be an **environmental remediation** company.



Ambition

We work **collaboratively** and consider how we can **improve at every opportunity**.



Integrity

We do the **right things** and are **open** and **honest**.



Inclusion

We **respect and include** the individual and create a workplace in which **people grow, develop and perform at their best**.