

Session Preparation Sheet

1. Achievements/tasks completed/progress made including 0-100% scaling (self, line manager, clients where appropriate) against objective(s)

2. Actions planned and agreed, not achieved or not fully achieved

3. Challenges/areas of concern/further development

4. Opportunities to deal with challenges or issues faced?

5. Key areas I would like to focus on next session and what impact this will have on my achieving my overall goal

6. Anything else that you want to mention