**GOOD CONVERSATIONS**

**ANNUAL CONVERSATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Employee Number:** |  |
| **Job Title:** |  | **Date:** |  |

(Record brief bullet points only – goals can be short & long term)

|  |  |
| --- | --- |
| **What’s gone well this year?**  **(Achievements)** | **What might have gone even better this year?**  **(Barriers)** |
|  |  |
| **Commitments**  **(What do you want to achieve / focus on in the future?)** | |
| **Objectives** | **Development** |
|  |  |

**Employee Signature:** **Date:**

**Line Manager’s Signature:** **Date:**