

Check In Meeting

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| Employee Name: | Manager Name: |
| Employee Job Title: | Manager Job Title: |
| Base Team: | Deployment During Pandemic: |

Check In

Manager Guidance Note:

It is always good to start with a quick catch up. You may not have spent much time with your member of staff during the pandemic if, for example, they have been redeployed elsewhere. Use this as an opportunity to reconnect. Don't forget to thank your member of staff for their hard work and commitment.

Looking Back: Your Experiences so Far

- What successes were you part of during COVID-19? What are you proud of?

- What challenges have you faced? What did you learn from that? What next?

- Do you think you have developed any new skills or learning during the pandemic?

Where Are We Now?

- **Update:** Line manager to update the member of staff on any changes or key messages. This is particularly important if the member of staff has been away from their usual role/place of work.

- **Health and Wellbeing:**

Do you have any on-going physical health concerns? If so, what support do you need?

Do you have any on-going mental health concerns? If so, what support do you need?

Do you know how to access support now or in the future?

Moving Forward

- Do you need any refresher training?

- What do you need from me? What other support can I give you?

- Objectives and Development:

Manager Guidance Note:
It may be that amendments to your member of staff's objectives are needed as a result of COVID-19, for example because they have been unable to achieve objectives whilst redeployed or because the priorities of the service have now changed. Use this opportunity to review objectives agreed at the last PDR and reset them if needed, as well as identifying any development needs/opportunities – don't forget to build on new skills and learning from COVID-19.

Objectives:

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| Development Activity | By When | Other Information e.g. cost |
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This discussion can be used to update your PDR compliance (with the exception of Medical and Dental staff, who must have a specific Medical Appraisal in order to comply with revalidation requirements). Please email the Learning and Development team at whh.pdr@nhs.net and include:

- Employee Name
- Manager Name
- Date of discussion

Next Steps

Please make a note of any actions agreed during this catch up:

Date of next catch up: