**Workplace Record of Informal Discussion**

**Employee Details**

* Employee Name:
* Job Title:
* Head / Manager:
* Date of Discussion:

**Reason for Informal Discussion**  
☐ Performance concern  
☐ Attendance/punctuality  
☐ Conduct/behaviour  
☐ Health/wellbeing  
☐ General feedback/development  
☐ Other (please state):

**Summary of Discussion**  
(Provide a brief but clear summary of the issues discussed, including examples if relevant)

**Employee’s Comments/Response**

**Agreed Actions/Next Steps**

* Action(s) required by Employee:
* Action(s) required by Manager/Supervisor:
* Support/resources to be provided:
* Timescale/review date:

**Follow-Up**  
☐ No further action required  
☐ Monitor and review on:   
☐ Further meeting required on:

**Acknowledgement of Discussion**  
*This record is not part of a form HR process.*

* Employee Signature: Date:
* Manager/Supervisor Signature: Date: 