

## Workstream Performance Tracker

Instructions for completion: Use new template for each meeting and save each version in your own folder, send updated version prior to each meeting to your Manager. Keep text to a minimum using bullets to separate information

DATE COMMENCED: ### 2019  LAST UPDATED:	<b>Employee Name / Team: #####</b> <b>Manager: #####</b>
<b>Task/Objectives</b>	<b>Actions / Progress</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
<b>Team and (if line manager) 1:1's Update</b> <ul style="list-style-type: none"> <li>• Team 1:1 meetings update (if line manager)</li> </ul>	

<ul style="list-style-type: none"> <li>• Timesheets submitted</li> <li>• Working hours update</li> <li>• Annual leave update</li> <li>• Customer Service update</li> </ul>	
<p><b>Progress against 'to do's' agreed at previous meeting (if not covered above)</b></p>	
<p><b>Evaluation of Learning, Development or Training Undertaken</b></p>	
<p><b>Learning, Development or Training Identified</b></p>	
<p><b>Other Areas of Discussion</b></p>	
<p><b>Overall Performance Update (to be completed by manager)</b></p>	