

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

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