

# Structured 1:1 Document

Name:

Section 1: 3 things which are most important to the success of my / your job

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Section 2: 3 things I believe are my / your best strengths:

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Section 3: 3 things I / you need to work on:

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Section 4: Development opportunities I see for myself / you to work on:

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**Note:** This document can be used to address knowledge, skills or behavioural issues, as required and can be filled in by either the Coach or Coachee.

It can be used to encourage development in an existing job or in preparing for the next.