

**Performance and Development - 121 Template**

Regular 121s/Supervision should be held every 4 to 6 weeks. You can adjust this form so that it works for you making sure you retain the 4 key areas of:

* Wellbeing
* Areas of Focus
* Behaviours
* Personal Development & Aspirations

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| **Name:** |  | **Date:** |  |

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| **Part 1 - Wellbeing** |
| How are you? Is there anything you would like to talk about? Any support you need? There are many [wellbeing resources](http://wave.brighton-hove.gov.uk/supportingyou/HR/OccupationalHealth/Pages/Staffsupport.aspx) on the Wave pages for you to refer to including the [Wellness Action Plan](http://wave.brighton-hove.gov.uk/LGCSDocumentLibrary/Human%20resources/Wellbeing/Wellness%20Action%20Plan.docx) that can help you structure the conversation and put any required actions in place.  |

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| **Part 2 - Areas of Focus – What we do** |
| ***2a Focus on Covid-19 – Recovery and Renewal***What are the current cirmstances? What has changed? What achievements are you proud of? Are there any challenges we need to disucss. What next? |
| ***2a Reflection:***What has gone well; what have you achieved since the last 121? |
| Is there anything you’ve found challenging? What did you do about that? Is there anything more to do?(Any action points as a result of this conversation can be added to **Section 2b**)  |
| ***2b Looking forward:*** What do you need to achieve in the next 4-6 weeks? **(Action Points AP)**  |

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| **Part 3 -** **Behaviours – How we do things** |
| ***You can use completed spidergrams or 360 reports to support this part of the conversation.*** |
| *Are there any specific strengths or areas for development that we need to discuss in relation to the behaviour framework?* |
| How are you contributing to the delivery of the Fair & Inclusive Action Plan?How are you supporting our Let’s Talk About Race campaign and pledge to be an anti-racist council? |

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| **Part 4 - Personal development** |
| *Are there any immediate development needs?* |

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| **Anything else? AOB** |
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| **IMPORTANT: Please make sure the date of this 121 is recorded on PIER.**  | **Date entered:** |