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| **RP3: RECORD OF WORKPLACE DISCUSSION** |
| **Name of employee:** |  |
| **Name of Institution:** |  |
| **Position of employee:** |  |
| **Discussion of future work plans and requirements** |
| *A discussion of the employee’s future aims and aspirations will help the institution identify any training and development needs, and provide an opportunity to discuss future work plans and requirements.*Key points of discussion: |
| Have any specific development needs been agreed? | Yes / No |
| Have any amendments to working arrangements been agreed? | Yes / No |
| Has there been a discussion regarding career plans e.g. promotion opportunities, leaving for career/retirement/other reasons? Yes / NoKey points of discussion: |
| Date of next meeting: |  |
| Any further comments: |
| Signed byHead of Institution: |  |
| Print name: |  |
| Date: |  |
| Signed byemployee: |  |
| Print name: |  |
| Date: |  |
| **Please submit this form to your Departmental Administrator.** |

**Note for Departmental Administrator:**

Please retain the completed form in the employee’s local HR file.