|  |  |  |  |
| --- | --- | --- | --- |
| **RP3: RECORD OF WORKPLACE DISCUSSION** | | | |
| **Employee name:** | |  | |
| **Employee department:** | |  | |
| **Employee position:** | |  | |
| **Discussion of future work plans and requirements** | | | |
| *A discussion of 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 / No  Key points of discussion: | | | |
| Date of next meeting: | |  | |
| Any further comments: | | | |
| Signed by  Head of Institution: |  | | |
| Print name: |  | | |
| Date: |  | | |
| Signed by  employee: |  | | |
| 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.