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| |  |  | | --- | --- | | Employee Name |  | | Line Manager Name |  | | Date |  |   **REVIEW**   |  |  | | --- | --- | | KEY ACHIEVEMENTS IN LAST 30 DAYS | PRIORITIES / AREAS OF FOCUS FOR NEXT 30 DAYS | |  |  | | ISSUES / CONCERNS / POINTS TO RAISE | KEY SUCCESSES / DEVELOPMENT NEEDS / REVIEW OF PREVIOUS ACTIONS | |  |  |   **ACTIONS ARISING FROM THE MEETING**   |  |  |  | | --- | --- | --- | | ACTION DETAIL | **WHO** | **WHEN** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |