

## Monthly review

# Name of employee

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## Wins and achievements

1. List
2. Your
3. Achievements
4. And wins for the month

## Projects

Were there any issues experienced last month?

What were the learnings?

What would you change for next time?

What are the main upcoming projects?

Are there any project deadlines at risk? What's the reason?

## Support

What help or support do you need from management or the team?

What training might be helpful?

How's your mental health?



What have you been doing to support your mental health?

\*Image taken from the Beyond Blue Mental Health Continuum

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## Agreed actions

List any agreed actions from the leader and employee.

## Feedback

### Employee feedback

Start	Stop	Continue

### Manager feedback

Start	Stop	Continue