# 2. Additional Agenda Items Form – Strictly Confidential

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| **Full name of the reviewee:**  |  |
| **Full name of the reviewer:**  |  |
| **Date of this review:**  |  |
| **Period covered by review:** |  |

**Draft Agenda – This is the suggested draft agenda for your review meeting.**

**If you would like to include any additional items, please list them below and return this form to your Reviewer a minimum of one week prior to your review meeting.**

1. General discussion and evaluation of achievements and progress made over the past 12 months
2. Objectives for the next 12 months
3. Training/Development required to help meet these objectives
4. Views about your future development and career aspirations

**Additional Agenda Items**

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