**Individual**

- Individual completes the ARC Preparation Form.

- The individual makes a note of their objectives and other actions from the conversation, and sends the form to the manager.

**Manager**

- Minimum: 2 weeks before ARC
  - Manager schedules ARC time in individual's calendar.
  - This is automatically sent to the line manager.

- Manager adds any additional sub-topics to discuss and shares with the individual.

- Manager confirms location/venue of ARC with individual (as per individual preferences where feasible).

- Manager adds their points of feedback and shares with the individual.

- Manager copies the (Plan section) objectives of the ARC outcomes form and sends it to their Line Manager.

**Individual & Manager have the Annual Review Conversation.**

- The manager and individual agree where the document outlining key actions, feedback and objectives will be saved and refreshed if needed.

Updated: 13/02/24