### Significant Event Template (also available on appraisal web site)

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| Title of event |
|  |
| **Date of event** |
|  |
| **Date of SEA meeting** |
|  |
| **Personnel present and role** |
|  |
| **Description of event** |
|  |
| **What went well?** |
|  |
| **What could have been done better?** |
|  |
| **Reflections on the event** (consider Knowledge skills and performance· Safety and quality· Communication partnership and teamwork· Maintaining trust) |
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| **What changes have been agreed?** (Personal or Team) |
|  |
| Changes carried out and their effect |
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