

# ARC - Individual and manager process

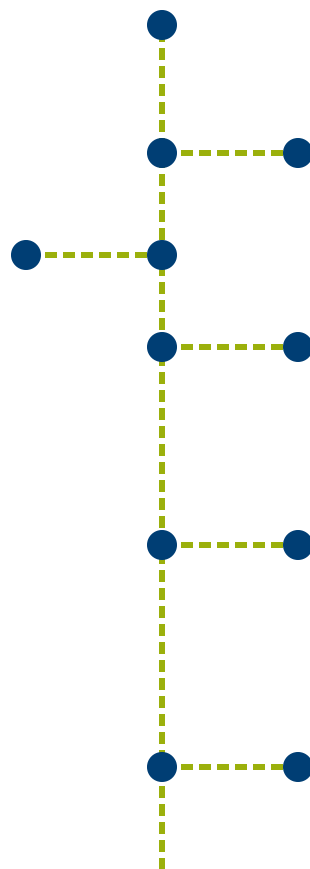
## Individual



## Manager



- Individual completes the ARC Preparation Form.



**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.



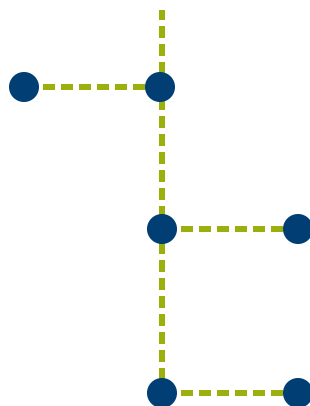
- Manager confirms location/venue of ARC with individual (as per individual preferences where feasible).



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



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



- 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.



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