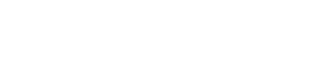
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Argymhellir fod cyfarfod un i un yn cael ei gynnal bob mis, fodd bynnag pan nad yw hynny’n bosib/ymarferol i rai adrannau, mae’n hanfodol bod o leiaf tri chyfarfod un i un yn cael eu cynnal bob blwyddyn. Mae’r ffurflen un i un yn ddogfen fyw ac yn cael ei diweddaru ym mhob cyfarfod un i un. Mae’n rhaid i’r ddau barti arwyddo’r ffurflen. Cyfeiriwch at y ddogfen arweiniol am ragor o fanylion ar sut i lenwi’r ffurflen hon.

**Un i Un**

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| **Enw’r Gweithiwr:** | |  | | | | | | | | | | | | **Enw’r Rheolwr/Goruchwyliwr:** | | | | | | | | | |  | | | | | | | | |
| **Cyfnod blynyddol o gyfarfodydd Un i Un:** | | | | | | 1 Ebrill 2024 – 31 Mawrth 2025 | | | | | | | | **Pa mor aml y cynhelir y cyfarfodydd Un i Un:** | | | | | | | | | | Misol | | | | | | | | |
| **Dyddiadau’r cyfarfodydd Un i Un:** | | | |  | | |  | |  | |  | | | |  | | |  | |  | | |  | | |  | |  |  | |  | |
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| **Sut ydw i?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sut ydych chi? sut mae eich iechyd a’ch lles?** Os byddwch chi angen mwy o gymorth, ewch i’r tudalennau Iechyd a Lles Meddyliol Gweithwyr ar y wefan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Sut mae eich cydbwysedd gwaith-bywyd? (trefniadau gweithio hyblyg, patrwm gweithio, oriau etc)** Os byddwch chi angen mwy o gymorth, darllenwch y dogfennau Polisi a Chanllawiau Gweithio Hyblyg ar y wefan. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Tasg llwyth gwaith yr hoffech drafod gyda mi? Unrhyw bryderon?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Ail-ymweld â’r cyfarfod un i un diwethaf** (Rhestrwch unrhyw gamau gweithredu, tasgau gwaith neu amcanion sydd heb gael sylw ers y cyfarfod diwethaf) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Fy mherfformiad a’n hamcanion** (Cau amcanion wedi’u cwblhau a gosod amcanion newydd gyda therfynau amser) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Mae’n rhaid i amcanion fod yn GAMPUS a bod diweddariadau yn cael eu rhoi yn y cyfarfod un i un nesaf. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Teitl a Manylion yr Amcan** | | | | | | | | | | | **Terfynau amser** | | | | | **Wedi’i gwblhau?** | | | | **Sylwadau** | | | | | | | | | | | |
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| Sylwadau: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Fy nghyfleoedd i ddysgu, datblygu a thyfu** – Trafodwch yr e-ddysgu hanfodol a sicrhau fod unrhyw fodiwlau presennol / newydd wedi’u cwblhau. Cyfeiriwch at y dudalen ddysgu a datblygu ar wefan Sir Ddinbych am fanylion pellach | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Amser ymdawelu** (Gwyliau blynyddol, fflecsi, cyfarfodydd a digwyddiadau) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Beth allwch chi ei wneud i mi?** (Angen unrhyw gymorth ychwanegol?) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Crynodeb o Gamau Gweithredu ar gyfer y Rheolwr a’r Gweithiwr** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Datgan Diddordeb** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mae ein polisi Cod Ymddygiad yn rhoi gwybodaeth ar wrthdaro buddiannau posib, gan gynnwys; Ymrwymiadau Allanol, Cysylltiadau Personol a Nawdd <https://www.denbighshire.gov.uk/cy/swyddi-a-gweithwyr/fy-nghyflogaeth/gwrthdaro-cyflogaeth/gwrthdaro-buddiannau.aspx> Sylwer y bydd unrhyw ddatganiadau yn cael eu cofnodi gan ddefnyddio’r ffurflen datgan diddordeb sydd ynghlwm â’r polisi Cod Ymddygiad a’u hanfon at y swyddog priodol. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Trwy arwyddo’r ffurflen un i un hon mae’r ddau barti yn cydnabod eu bod nhw wedi darllen a thrafod cynnwys y ffurflen.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Llofnod y Gweithiwr: | | |  | |  | | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | | |  | |  |
| Llofnod y Rheolwr: | | |  | |  | | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | | |  | |  |
| Dyddiad y cyfarfod Un i Un: | | |  | |  | | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | | |  | |  |

Bydd y rheolwr yn nodi dyddiad y cyfarfod un i un yn iTrent ar ôl cynnal bob cyfarfod. Defnyddiwch yr opsiwn ‘Dyddiad yn Unig - Un i Un’ o’r gwymplen yn itrent.