

Agenda

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One-on-one meetings *(also known as check-ins, 121s, 1:1s, one-to-ones)* are a dedicated time for an employee and their manager to connect on work, career development and growth. One-on-ones are one of the most important ways managers can engage and retain their teams.

Who did you spend time with this week / significant activities?

Summary:

Next Steps:

Observations, insights or ideas?

Summary:

Next Steps:

What did you do to grow this week?

Summary:

Next Steps:

On a scale of 1-10, how happy are you at work?

Summary:

Next Steps:

On a scale of 1 - 10 rank YOUR performance this week

Summary:

Next Steps:

What did you do well this week?

Summary:

Next Steps:

What can you improve upon next week?

Summary:

Next Steps:

What statistics improved?

Summary:

Next Steps:

What statistics could be improved?
Summary: _____
Next Steps: _____

What's the biggest blockers affecting you from performing to your fullest potential?
Summary: _____
Next Steps: _____

What help or direction do you need?
Summary: _____
Next Steps: _____

Key activities and priorities for next week?
Summary: _____
Next Steps: _____

QUARTERLY ROCKS

1
Summary: _____
Next Steps: _____

2.
Summary: _____
Next Steps: _____

3.
Summary: _____
Next Steps: _____

TALKING POINTS

As a team, is there anything we should STOP doing?
Summary: _____
Next Steps: _____

As a team, is there anything we should START doing?
Summary: _____
Next Steps: _____