


Quarterly Career Growth One-on-one Meeting

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Career growth is the key to employee retention  Use this quarterly 1:1 to identify how each of your direct reports wants to grow, and identify stepping stones you both can take to develop and reach their goals.

What parts of your job do you currently find interesting?

Summary:

Next Steps:

What parts of your job drain you?

Summary:

Next Steps:

What are your top 2-3 long-term career goals?

Summary:

Next Steps:

What are your top 2-3 short-term career goals?

Summary:

Next Steps:

Do you have any ideas for projects you can work on in your role now that might help you reach your future goals?

Summary:

Next Steps:

What skills and topics are you interested in becoming proficient in/learning more about?

Summary:

Next Steps:

How can I support you in this learning opportunity?

Summary:

Next Steps:

1-3 Action items for this quarter

Summary:

Next Steps:
