

# One-on-one meeting agenda template

DATE

TIME

LOCATION

1. Start with a casual open-ended question or small talk to build rapport.

"How has your week been?", "How have you been coping with the workload?"

2. Discuss progress

- What have you accomplished since our last check-in?
- What are your biggest wins and challenges?

3. Address any pending issues/concerns

- Is there anything hindering your productivity, or causing you stressful situations that we can help with?
- Is there any issue that I can help you resolve?

4. Review and Give Feedback

- What areas would you like feedback on, and what would you like me to do in order to support you?
- What can we do to boost your productivity?

5. Review Goals and Priorities

- Review personal and/or team goals and priorities.
- Discuss if any of those priorities need revising or changed.
- Help identify any upcoming priorities that may need attention.

6. Professional Development

- Discuss your current abilities and potential growth to further develop your skills.
- Identify areas of strength that can be harnessed and areas that need effective improvement

7. Feedback for the Manager

- Discuss any intention, questions, or concerns regarding the manager's role.

#### 8. Action Plan

- Identify any actions required by both parties in order to facilitate growth or improvement.
- Map out a clear plan of action and timeline.

#### 9. Close the meeting

- Summarize agreed action items.
- Ask for input or any questions about the meeting.
- Conclude with a formal action plan with timelines.