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.