

1-on-1 meeting template

1-on-1 Meeting with Manager Template

1. Check-in (5 minutes)

- How are you doing today?
- Any quick updates or pressing issues to discuss?

2. Progress Update (10 minutes)

- What have you accomplished since our last meeting?
- What challenges or roadblocks are you facing?

3. Goals and Priorities (10 minutes)

- What are your current priorities?
- Are we on track with your short-term and long-term goals?

4. Feedback and Support (10 minutes)

- What feedback do you have for me as your manager?
- How can I better support you in your role?

5. Professional Development (5 minutes)

- Are there any skills you'd like to develop or improve?
- Any training or resources you need?

6. Action Items and Next Steps (5 minutes)

- What are the key takeaways from this meeting?
- What actions will we both take before our next meeting?

7. Open Discussion (5 minutes)

- Any other topics you'd like to discuss?

- Questions or concerns not covered in the above sections?

Remember to schedule your next 1-on-1 meeting before concluding.