# **GOOD One-on-One Meeting**

With: Date:

Use this worksheet to help guide an effective one-on-one conversation. Modify it to make it work for youl

# Goals

What long-term goals have we agreed to? How have things gone since we last spoke? What are our plans until next time?

# Obstacles

What's standing in your way? What have I noticed getting in your way? What can I do to help? What can you do?

# Opportunities

What are you proud of that people don't know about? Do you feel you're growing toward where you want to be? What could we do to make this your dream job?

# Decisions

What actions will you take before next time? What actions will I take before next time? What other big decisions did we make?

#### GOOD Feedback is

- Specific ("Can you give me an example?")
- Frequent ("Wish I'd known this sooner...")
- Outcome-Focused ("Why does this matter?").
- . Positive ("What am I doing well?")
- Conversational ("When do I get to talk?").

# **One On One Meeting Form**

Kolbaek, Ditte

One On One Meeting Form:

The book delves into One On One Meeting Form. One On One Meeting Form is a crucial topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into One On One Meeting Form, encompassing both the fundamentals and more intricate discussions.

- 1. The book is structured into several chapters, namely:
  - Chapter 1: Introduction to One On One Meeting Form
  - Chapter 2: Essential Elements of One On One Meeting Form
  - Chapter 3: One On One Meeting Form in Everyday Life
  - Chapter 4: One On One Meeting Form in Specific Contexts
  - ∘ Chapter 5: Conclusion
- 2. In chapter 1, the author will provide an overview of One On One Meeting Form. This chapter will explore what One On One Meeting Form is, why One On One Meeting Form is vital, and how to effectively learn about One On One Meeting Form.
- 3. In chapter 2, the author will delve into the foundational concepts of One On One Meeting Form. The second chapter will elucidate the essential principles that need to be understood to grasp One On One Meeting Form in its entirety.
- 4. In chapter 3, this book will examine the practical applications of One On One Meeting Form in daily life. The third chapter will showcase real-world examples of how One On One Meeting Form can be effectively utilized in everyday scenarios.
- 5. In chapter 4, the author will scrutinize the relevance of One On One Meeting Form in specific contexts. This chapter will explore how One On One Meeting Form is applied in specialized fields, such as education, business, and technology.
- 6. In chapter 5, this book will draw a conclusion about One On One Meeting Form. The final chapter will summarize the key points that have been discussed throughout the book.
  - This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of One On One Meeting Form.

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