

# One-on-One Meeting Template

|             |                             |
|-------------|-----------------------------|
| Date        | <i>(Insert date)</i>        |
| Manager     | <i>(Manager's name)</i>     |
| Team member | <i>(Team member's name)</i> |

|               | Questions                                                                                                                                                                                                                                                                                                                                                                                   | Notes |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| For managers  | <p>What accomplishments are you most proud of since our last meeting?</p> <p>Are there any projects or tasks where you're facing difficulties?</p> <p>How are you progressing towards your current goals?</p> <p>Is there any feedback you've received that you want to discuss?</p> <p>How can I better support you in your role?</p>                                                      |       |
| For employees | <p>How do you see my progress in relation to the goals we've set?</p> <p>In what areas do you think I can improve or focus on more?</p> <p>Are there upcoming projects I can take on to enhance my skills?</p> <p>Could you provide specific examples of where I've met or exceeded expectations?</p> <p>What are the next steps I should take to continue my professional development?</p> |       |

|                                      |                                                                                                |
|--------------------------------------|------------------------------------------------------------------------------------------------|
| Progress update<br>(15 minutes)      | Review tasks and projects from the past week.<br>Discuss any accomplishments and challenges.   |
| Upcoming projects<br>(10 minutes)    | Outline upcoming tasks for the next week.<br>Prioritize key objectives and allocate resources. |
| Feedback and support<br>(10 minutes) | Exchange feedback on recent work.<br>Discuss any support needed from management.               |
| Personal check-in<br>(5 minutes)     | Quick discussion on well-being and work-life balance.                                          |
| Action items<br>(5 minutes)          | Define action items and deliverables for the next week.                                        |

# One On One Meeting Template For Employees

**Didier Musso**



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