

One-on-One Meeting Form

Team Member Name: _____

<p>15 Minutes For Them (If anything goes long, let it be this)</p> <p>How has your week been? / How was last week? (depends on the day the meeting is held)</p> <p>How is your family?</p> <p>How was your weekend?</p> <p>Are there any impediments in your way with any projects?</p> <p>What questions do you have?</p> <p>Where are you confident? Where are you unsure?</p> <p>What have you learned in the past week?</p> <p>You should know: their spouse's name, children's names, favorite hobbies, pets, kid's hobbies, basic life history, and much more. Record in the notes and keep a one page file)</p>	<p>Notes:</p>
<p>10 Minutes for You (your notes should already be here before the meeting)</p> <p>What do last week's notes say I should follow up on?</p> <p>What positive feedback can I give?</p> <p>What adjusting feedback can I give?</p> <p>Is there anything I need to delegate or assign?</p> <p>What company news do I need to discuss?</p> <p>What team news do I need to pass on?</p> <p>What projects do I need to check-in on?</p>	<p>Notes:</p>
<p>5 Minutes for Coaching/Review (this is all about the future)</p> <p>How can I help you?</p> <p>Where do you feel you need to improve the most?</p> <p>What are your future goals? At work. In general.</p> <p>What do I need to follow-up with you on next week?</p>	<p>Notes:</p>

Follow Up Items: