

# 1:1 Meeting

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Click or tap to enter a date.

Utilize the provided template as a structured framework to effectively conduct your one-on-one meeting with your direct report.

**Opening:** Begin with a personal check-in and rapport-building. Recognize recent accomplishments to set a positive tone.

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**Performance Discussion:** Review tasks, projects, goals, and development plans since the last meeting. Provide feedback on performance, highlighting specific examples.

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**Development Planning:** Discuss professional development needs and aspirations. Plan for upcoming training or learning opportunities.

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**Challenges and support:** Identify any issues or roadblocks your direct report faces. Collaboratively develop strategies to address challenges, including resource allocation.

Identify any issues or roadblocks. Develop strategies for addressing challenges, including needed resources.

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**Closing (Feedback and future planning):** Exchange feedback between manager and employee. Summarize action items and responsibilities. Set the date for the next meeting. Express appreciation for the discussion and commitment to ongoing growth and development.

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