ONE-ON-ONE MEETING TEMPLATE

Protected time for connection, alignment, feedback, and growth

Employee:	_____	**Manager:**	_____
Date:	_____	**Next 1:1:**	_____

1. CONNECT! Build Relationship

Start with the person, not the work. How are you doing? What is on your mind? Is there anything you want to make sure we discuss today?

2. EMPLOYEE TOPICS

What is most important to discuss today? Wins, priorities, questions, concerns, or ideas.

3. CURRENT WORK, PRIORITIES & ROADBLOCKS

What is progressing? Where are expectations, timelines, or success criteria unclear? What support is needed?

4. FEEDBACK & COACHING

Reinforcing or redirecting feedback. What should either person keep doing, stop doing, or start doing?

5. DEVELOPMENT, ENGAGEMENT & WELL-BEING

Growth goals, stretch opportunities, workload, recognition, and longer-term aspirations.

6. COMMITMENTS & FOLLOW-UP

Action / Decision	Owner	Due Date	Follow-Up

Close with: *"What do you need from me before our next one-on-one?"*

Use this template as a conversation guide, not a checklist. Employee topics come first.