

Name of Employee _____

Date _____

Pre One-on-One Notes:

Key questions to ask to ensure an effective conversation:

1.

2.

3.

During the One-on-One

What key things is the employee working on?

What challenges has the employee encountered this week/month?

What has the employee learned this week/month?

What progress has the employee made towards his or her goals this week/month? Proudest accomplishments?

What progress has the employee made in terms of his or her development plan this week/month?

Any frustrations or challenges? Any feedback for me? Anything I should be aware of?

What help or support can I provide?

Development & Career Growth Opportunities/ Priorities

Actions *given to employee* for next one-on-one:

Actions *you took* for next one-on-one:

Post-meeting notes and comments for next one on one: