

One-on-One Meeting Template

- How are things going (with family, after work hobbies, etc.)
- How satisfied are you with work-life balance?
- What are your top priorities this week?
- What's one recent win and one recent situation you wished you had handled differently?
- Would you like more, or less direction from me?
- Are there any skills you would like to acquire in the short-term?
- How do you find working with the team?
- Is there anything we can do to improve team culture?
- Are our meetings a good use of your time? How can we improve them?
- Do I give you enough feedback?
- I have additional feedback for you
- What are your long-term professional goals?

Action Items:

Items for Follow-Up:	Next Meeting