

Weekly One-on-One Meeting Template

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? How does this current work help build skills to achieve that?

Anything else?

ACTION ITEMS

Items for follow-up

Next Meeting