

**First One-on-One Meeting**

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| Team Member Name: | Date: |
| Title/ Position: | Time: |

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| **Greeting / Personal Connection** (*5 mins*) |

*(How is life? Have you tried anything fun lately?)*

Notes:

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| **Overview** (*5 mins*) |

Briefly go over the agenda and meeting guidelines

* What the employee can expect from one-on-ones
* Open and honest communication
* How often one-on-ones should occur

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| **Issues & Feedback** (*10 mins*) |

*Any interesting observations so far?*

*Have you run into any challenges or roadblocks?*

*What would you like further training or clarification on?*

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| **Goals** (*5 mins*) |

*What are your goals going forward? (Long-term career goals?)*

1.

2.

3.

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| **Action Items** (*5 mins*) |

*What actions can we take to achieve these goals?*

1.

2.

3.

*What support can I provide?*