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|   | **O N E****MONTHLY** |   |   |   |   |   |
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|   | **T O** |   |   |   |   |   |
|   | **O N E** | M E E T I N G |   |
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|   | **WORK HIGHLIGHT OF THE MONTH** |   |  |   |
|   | Specific accomplishments make good job highlights. These include managing staffs and large budgets, boosting sales, getting published by a reputable publisher, contributing to the development of a successful new product or saving the company a lot of money. |   |   |
|   |   |   |   |
|   | **GOALS TRACKING** |   |   |
|   | It should be described here which goals and tasks are relevant in this period and how the success of task execution is monitored. These can be pre-defined KPIs or parts of jobs that have been completed expressed as a percentage. |   |   |
|   |   |   |   |
|   | **SUPPORT LEVEL** |   |   |
|   | Clarify whether the relationship between the people holding the meeting is healthy. What should be done to improve mutual support or support from managers to employees. |   |   |
|   |   |   |   |
|   | **CHALLENGES** |   | **PERSONAL DEVELOPMENT** |   |
|   | Due to a lack of company culture, employees are starting to feel disconnected and uninspired at work. To solve this issue, it is important to create a sense of belonging within the team. We must create an environment where people feel connected and are encouraged to participate in work-related activities. |   | What are the activities at work that affect professional development? Are there any ongoing trainings? What would you like to improve in the coming period? How can a company engage to help professional development? |   |
|   |   |   |   |   |   |   |
|   | **WHAT WE SHOULD DO DIFFERENTLY** |   | **FEEDBACK** |   |
|   | Locate one thing that the manager, management or teammates should immediately start doing differently in order to have some benefits. This can also be a suggestion for an experiment, so we'll see where it takes us. |   | Do you feel that you are getting good enough feedback from your manager and other colleagues? Are there any channels of communication that are not working? Do you have specific suggestions on how to improve the quality of communication? |   |
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|   |   |   |   |   |   |   |
|   | MEETING ATTENDEES: |   | DATE: |   | TIME: |   |
|   | John Doe & Donald Moore |   | Nov 17, 2023 |   | 13:00 - 14:00 |   |
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