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|  |  | **Manager:**FREDERICK HARRIS**Employee:**JORDAN LOYD**ONE TO ONE MEETING****with Manager** |  |  |
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|   |   | **Prepare and benefit from 1:1 meetings with your manager!**  |   |   |
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|   |   | One to one meetings are valuable for both the manager and the employee, but only if the time is spent wisely. Use this session to receive feedback and mentorship to advance your career. |   |   |
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|   |   | Do you need more directions regarding your current work? |   |   |
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|   |   | How's life outside of work? |   |   |
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|   |   | Is there anything we can do to improve team culture? |   |   |
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|   |   | Goals - how are you tracking them during the past period? |   |   |
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|   |   | How happy are you with your work life balance? |   |   |
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|   |   | What are expectations about your projects? |   |   |
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|   |   | Where did we fall short? |   |   |
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