# One-on-one Meeting Template

## **General information**

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| --- | --- |
| Date:  | Meeting location:  |
| Manager: | Employee: |

## **Icebreaker**

Ex.: How is your energy level at the moment?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Very low Ok Very high

**Notes**

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## **Overall satisfaction level**

Ex.: How satisfied are you with your job?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Dissatisfied Ok Very satisfied

**Notes**

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## **Priorities**

|  |  |  |
| --- | --- | --- |
| Priority | Status | Next steps |
| No. 1 priority  |  |  |
| No. 2 priority  |  |  |
| No. 3 priority  |  |  |

## **Review of objectives**

|  |  |  |
| --- | --- | --- |
| Objectives | Level of achievement | Next steps |
| Objective 1 |  |  |
| Objective 2 |  |  |
| Objective 3 |  |  |

**Challenges, issues or conflicts**

Ex.: What’s on your mind or more difficult right now? What can I do to help you?

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**Career development and training**

Ex.: What are your aspirations for the coming year? How can I help you fulfil them?

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**Manager feedback**

Ex.: How can I improve my management style?

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## **Additional notes**

Ex.: leave requests and PTO

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**Manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee’s signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

