# One-on-one Meeting Template

## **General information**

|  |  |
| --- | --- |
| 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**

|  |
| --- |
|  |

## **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**

|  |
| --- |
|  |

## **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?

|  |
| --- |
|  |

**Career development and training**

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

|  |
| --- |
|  |

**Manager feedback**

Ex.: How can I improve my management style?

|  |
| --- |
|  |

## **Additional notes**

Ex.: leave requests and PTO

|  |
| --- |
|  |

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

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

[](https://www.agendrix.com/)