

Manager–Employee 1:1 Template

Regular one-to-one meetings between managers and employees strengthen communication, build trust, and ensure alignment on goals and development. This template provides a simple framework for running structured, meaningful, and consistent 1:1 conversations.

1. Purpose of This Tool

- ☐ Create a regular space for open discussion and feedback.
- ☐ Review progress against goals and priorities.
- ☐ Identify obstacles and support needs early.
- ☐ Encourage personal growth and career development.
- ☐ Strengthen the manager–employee relationship through consistent dialogue.

Tip: The best 1:1s are two-way conversations, not progress reports. Let the employee lead at least half of the discussion.

2. Meeting Details

Employee Name:

Manager Name:

Date:

Next Scheduled 1:1:

Duration:

- ☐ Weekly
- ☐ Fortnightly
- ☐ Monthly

Tip: Frequency should match the employee’s role and level of independence.

Notes

3. Agenda Overview

Topic	Description	Time Notes
1. Wins and Highlights	Recognise recent achievements or progress	
2. Key Priorities	Review current goals and ongoing tasks	
3. Challenges or Barriers	Discuss obstacles impacting performance	
4. Support and Resources	Identify what the manager can provide	
5. Development and Learning	Review skills, interests, and growth areas	
6. Feedback Exchange	Share constructive feedback both ways	
7. Next Steps and Actions	Confirm ownership and timelines	

Tip: Keep a consistent structure so that both parties can prepare effectively each time.

4. Discussion Notes

Topic Area	Key Discussion Points	Agreed Actions	Owner	Due Date
Performance				
Projects				
Development				
Wellbeing				
Other Topics				

Tip: Use this table to capture key outcomes rather than every detail of the conversation.

5. Employee Reflection (Optional)

- ☐ What are you most proud of since our last meeting?
- ☐ What challenges are you currently facing?
- ☐ What support or resources would help you perform better?
- ☐ What new skills or experiences would you like to develop?
- ☐ How do you feel about your current workload and balance?

Tip: Encourage employees to complete this section before the meeting to promote reflection and ownership.

6. Manager Reflection (Optional)

- ☐ Where has the employee demonstrated improvement or growth?
- ☐ What strengths should be recognised or leveraged further?
- ☐ Are there any behavioural or performance concerns to address?
- ☐ What coaching or feedback will help the employee progress?
- ☐ How can I better support this employee's success?

Tip: The manager's role is to listen, support, and remove barriers, not to dominate the conversation.

7. Feedback Exchange

Feedback Type	Summary Agreed Action (if applicable)
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Manager to Employee

Employee to Manager

- ☐ Both parties provide open and respectful feedback.
- ☐ Actions agreed where improvement or change is required.
- ☐ Recognition shared for positive contributions.

Tip: Regular feedback prevents surprises during performance reviews and builds trust over time.

8. Agreed Actions and Commitments

Action	Owner	Deadline	Status
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- ☐ Review previous actions at the start of the next 1:1.
- ☐ Record progress to maintain continuity.
- ☐ Recognise completed actions and celebrate wins.

Tip: Tracking progress creates accountability and shows visible development.

Notes

9. Wellbeing and Engagement Check-In

- ☐ How are you feeling about your workload and stress levels?
- ☐ Is there anything affecting your motivation or focus?
- ☐ Are you receiving enough support from the team and manager?
- ☐ Are there any personal factors that might need consideration?

Tip: Wellbeing discussions demonstrate genuine care and can prevent burnout or disengagement.

10. Summary and Follow-Up

- ☐ Key discussion points and actions summarised before closing.
- ☐ Follow-up notes or updates shared within 24 hours.
- ☐ Next meeting scheduled and confirmed.

Tip: Consistency turns 1:1s into a cornerstone of strong leadership and employee engagement.

How to Use This Template

Use this template for regular one-to-one meetings across all levels of the organisation. Keep discussions focused, balanced, and supportive. Over time, consistent 1:1 conversations will strengthen communication, improve performance, and build a culture of trust and accountability.

Notes