


One-on-One Meeting Agenda

Purpose: Ensure productive conversations between leaders and employees, fostering communication, accountability, and professional growth.

 Meeting Date: _____

 Employee Name: _____

 Leader/Manager: _____

1. Opening & Check-In (5 Minutes)

- How are you feeling this week? Any wins or challenges?
- Any personal/professional updates you'd like to share?

2. Progress Review (15 Minutes)

- Updates on key projects, priorities, or goals.
- Any roadblocks preventing progress? How can I help?
- Are you receiving the resources and support you need?

3. Development & Feedback (15 Minutes)

- What skills or areas are you looking to improve?
- Do you feel aligned with team/company goals?
- Feedback from leader to employee & vice versa.

4. Future Focus (5 Minutes)

- What are your top priorities for the upcoming week/month?
- Any upcoming challenges or concerns?
- How can I better support your success?

 Key Takeaways & Action Items:

✓ _____
✓ _____
✓ _____

Leader Signature

Team Member Signature

Employee Performance Improvement Coaching Template

 Coaching Session Date: _____

 Employee Name: _____

 Leader/Coach: _____

1. Define the Performance Challenge

- What specific performance issue needs to be addressed?
- What impact does it have on the team/business?

☒ Example: "Missed project deadlines have delayed delivery for clients."

2. Set Clear Expectations

- What is the expected level of performance?
- How will success be measured?

☒ Example: "Complete projects on time and improve task management by using a planning tool."

3. Identify Root Causes

- What's preventing success (skills, resources, motivation, external factors)?
- Has the employee encountered similar issues before?

4. Develop an Action Plan

Action Step	Owner	Deadline	Resources Needed
Attend Leader Training	Employee	tng date	training funding
Implement Project tracking system	Employee	date	Software access /Template access
Weekly check-ins	Leader	ongoing	meeting time blocked on calendar

5. Follow-Up & Accountability

- When will progress be reviewed?
- How will improvements be tracked?
- What support will be provided?

 17 Next Check-in Date: _____

 Final Notes & Commitments:

✓ _____

✓ _____

✓ _____

Leader Signature

Team Member Signature