

Effective 1:1 Plan

Date and Time	
Employee	
Mindest reminders	Am I prepared to receive feedback? Am I focused on growth & development? Am I creating a safe space for honest communication? Am I coming prepared with solutions for my topics?

Agenda	General Updates
<input type="checkbox"/> Manager sent agenda 24 hrs in advance <input type="checkbox"/> Review Key takeaways from last meeting <ul style="list-style-type: none"> _____ _____ _____ <p>List NEW topics to be covered</p> <ul style="list-style-type: none"> _____ _____ _____ <p>Employee prepared topics to cover</p> <ul style="list-style-type: none"> _____ _____ _____ 	<input type="checkbox"/> Project updates <ul style="list-style-type: none"> _____ _____ _____ <input type="checkbox"/> Reflect on recent interactions (specific examples - data if appropriate - or assign for next meeting) <input type="checkbox"/> What gaps exist? Where is the room for improvement? <input type="checkbox"/> Roadblocks or Obstacles? <input type="checkbox"/> Clarify top priorities for next meeting <input type="checkbox"/> Review key wins or accomplishments since last meeting? (Employee AND Manager perspective) <input type="checkbox"/> What's keeping you up at night?
Action Items	Long-Term
<p>Prior Meeting Sign outs</p> <ul style="list-style-type: none"> _____ _____ _____ <p>Assign WHO, WHEN, and WHAT</p> <ul style="list-style-type: none"> _____ _____ _____ 	<input type="checkbox"/> Career goal development topics/action items <input type="checkbox"/> Progression on skill development <input type="checkbox"/> What support is needed and when?
	OTHER <ul style="list-style-type: none"> <input type="checkbox"/> Where else could you use resources/support (work or not)? <input type="checkbox"/> What else would you like to discuss? <input type="checkbox"/> Take notes on what's going well, what needs work (for these meetings) <input type="checkbox"/> Who is sending out notes and signouts by when?