

## Practical Edge Training

### One-on-One Meeting Template

Use this template to plan, conduct, and follow up on productive one-on-one meetings with your team members.

#### Employee

Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### Purpose of This Meeting

- ☐ Weekly Check-in
- ☐ Coaching
- ☐ Development
- ☐ Performance
- ☐ Project Update
- ☐ Other: \_\_\_\_\_

#### Wins Since Our Last Meeting

What's gone well?

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#### Current Challenges

What obstacles or concerns need attention?

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#### Goals & Priorities

Top priorities before our next meeting:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### Manager Support

How can I help remove roadblocks or support success?

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## Employee Development

What skills or career goals should we discuss?

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## Action Items

Employee:

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Manager:

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## Follow-Up

Next meeting date: \_\_\_\_\_

Items to revisit:

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## Manager Reminder

- ☐ Listen more than you speak
- ☐ Ask open-ended questions
- ☐ Recognize good performance
- ☐ Provide clear expectations
- ☐ End with agreed-upon action items