

1:1 Meeting Questions

Encourage one-to-one meetings to be employee-driven.

Pick a question or several from each category to encourage open dialogue.



Personal Check-In

Purpose: Establish trust, care, and an open dialogue about well-being, employee engagement, happiness, and areas where they might need additional support.

- How are you feeling today, both personally and professionally?
- Is there anything on your mind that might be affecting you today?
- How have you been balancing work and personal life?
- How do you feel about the support you're receiving from the team and me?



Project and Goal Progress

Purpose: Check on project and goal progress, addressing any challenges or roadblocks while celebrating achievements.

- What's one thing you're proud of in the work you've done recently?
- How are you progressing on your current projects?
- Are there any barriers or challenges you feel you need help overcoming?
- Is there any resource or support that would help you move forward more effectively?
- What's one thing, if any, you'd like feedback on from me today?

NOTES:

1:1 Meeting Questions (Cont'd)



Feedback and Growth

Purpose: Encourage continuous growth, feedback exchange, and professional development.

- What's one skill or area of growth you've been focusing on lately?
- Do you feel like you're getting the feedback you need from the team and me?
- What opportunities for growth or new experiences would you like to explore?
- Are there any new skills or areas of development you'd like to focus on in the coming months?
- Is there something I can do differently to better support you or help you grow?



Closing

Purpose: Ensure open communication, clarify any lingering concerns, and end the meeting on a supportive note.

- Is there anything else you'd like to share or discuss that we haven't discussed?
- What's one thing I can do for you to make your work easier or more enjoyable?
- Is there anything I can do to help you feel more connected to the team or company mission?



Next Steps

Purpose: Promote accountability and clarity around what needs to be done by when and by whom.

Leader's Actions:

Employee's Actions:
