



Weekly One-on-One Meeting Framework for Mentor-Managers

A structured approach for weekly meetings between a mentor-manager and their employee-mentee. This framework supports accountability, communication, and growth while maintaining a balance between performance and development.

Meeting Overview

- Length: 45–60 minutes
- Frequency: Weekly
- Purpose: Strengthen communication, track performance, foster development, and support long-term growth.

1. Opening Connection (5–10 minutes)

Purpose: Set a comfortable tone, show care, and open the door to meaningful conversation.

Example Prompts:

- How are you doing this week (personally and professionally)?
- What's one thing that's gone well since we last met?
- Any challenges outside of work that might be affecting your week?

Tip: Begin every one-on-one as a human conversation, not a task review. Genuine curiosity builds trust.

2. Review of Prior Commitments (5–10 minutes)

Purpose: Create accountability and continuity between meetings.

Agenda Points:

- Review last week's action items or goals.
- Discuss progress, obstacles, and results.
- Identify what support or resources are needed.

Example Prompts:

- What did you focus on since our last meeting?
- Were there any barriers or surprises?
- What's something you learned from last week's experiences?

3. Current Priorities & Projects (10–15 minutes)

Purpose: Stay aligned on short-term work goals and clarify expectations.

Agenda Points:

- Discuss current tasks, responsibilities, or projects.
- Clarify priorities for the week ahead.
- Provide feedback, guidance, or recognition.

Example Prompts:

- What's at the top of your priority list this week?
- Where can I help remove obstacles or provide clarity?
- What feedback would be most useful for you right now?

4. Development & Mentoring Discussion (15–20 minutes)

Purpose: Shift focus from doing the job to growing in the job.

Agenda Points:

- Discuss skill development, learning goals, or career aspirations.
- Explore recent experiences that could lead to growth.
- Coach through reflection and problem-solving instead of giving all the answers.

Example Prompts:

- What have you learned about yourself this week?
- What's one area you'd like to strengthen?
- How can I support your growth in that area?
- Is there anything you're unsure about that we should talk through together?

Tip: Use this section to model Radical Candor — show care while offering honest, growth-oriented feedback.

5. Feedback Exchange (5–10 minutes)

Purpose: Normalize two-way feedback and strengthen communication.

Agenda Points:

- Provide feedback on specific behaviors or outcomes.
- Invite feedback about your management or mentorship style.

Example Prompts:

- Here's something you did really well this week...
- Here's an area where I think you could stretch a bit further...
- What's one thing I could do differently to support you better?

Tip: Feedback should always be specific, timely, and behavior-based, not personality-based.

6. Wrap-Up and Commitments (5 minutes)

Purpose: End with clarity and motivation.

Agenda Points:

- Summarize key takeaways and next steps.
- Confirm ownership for any follow-up actions.
- End with encouragement and appreciation.

Example Wrap-Up Prompts:

- What are your top 2–3 priorities before our next meeting?
- What support do you need from me this week?
- What's one thing you're proud of or excited about right now?

Optional Monthly Deep-Dive (Every 4th Meeting)

Once per month, expand the session (60–90 minutes) to focus on long-term development:

- Review progress toward quarterly or annual goals.
- Discuss career aspirations and skill-building.
- Explore stretch projects or training opportunities.
- Reflect on the overall mentoring relationship — what's working, what to adjust.

Template Summary

Section	Duration	Focus	Key Questions
1. Opening Connection	5–10 min	Relationship	How are you doing this week?
2. Review of Commitments	5–10 min	Accountability	What progress did you make since last time?
3. Current Priorities	10–15 min	Performance	What's most important this week?
4. Development Discussion	15–20 min	Growth	What skills or goals are you building toward?
5. Feedback Exchange	5–10 min	Communication	What feedback do we have for each other?
6. Wrap-Up & Commitments	5 min	Clarity	What will you focus on before next time?