

1-1 meeting template

Employee Name: _____ Manager: _____ Date: _____

Update & Review Progress	Discuss how things are going in general including personally for the employee, work that has been done and gone well, or is underway (recognise milestones or checkpoints achieved) and how that contribute to any objectives.
Reflect	Check if objectives and priorities are still valid and realistic. Discuss concerns, obstacles or problems (including those of a personal nature) agreeing actions to overcome these. Identify any further guidance, support or training that may be needed.
Actions	Summarise the key outputs of the conversation, and note actions for each party, re clarify expectations and objectives. Indicate a date and time for the next meeting.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____