

One-on-One Meeting Template

(Manager-Focused)

Date: _____

Time: _____

Employee Name: _____

Agenda	Opening & Check-In on Employee
I	

Agenda	Review Previous Action Items
II	

Agenda	Coaching & Support
III	

Agenda	Feedback to Employee
IV	

Agenda	Goal Setting & Future Planning
V	

Agenda	Action Items & Next Steps
VI	

Next Meeting Date: