

One-on-One Meeting Template

(Manager-Focused)

Date:

Time:

Employee Name:

Agenda	Opening & Check-In on Employee
<i>I</i>	

Agenda	Review Previous Action Items
<i>II</i>	

Agenda	Coaching & Support
<i>III</i>	

Agenda	Feedback to Employee
<i>IV</i>	

Agenda	Goal Setting & Future Planning
<i>V</i>	

Agenda	Action Items & Next Steps
<i>VI</i>	

Next Meeting Date: