| **FIRST ONE-ON-ONE MEETING AGENDA TEMPLATE**  **[ORGANIZATION NAME]** |
| --- |

|  |  |
| --- | --- |
| Location: | [LOCATION NAME or WEB MEETING URL or PHONE CALL-IN NUMBER] |
| Date: | [DATE] |
| Time: | [MEETING TIME] |
| Attendees: | [ATTENDEES] |

# TOPICS TO BE DISCUSSED:

## [PERSONAL BACKGROUND]

### [WHERE DID YOU GROW UP?]

### [WHAT SCHOOL DID YOU ATTEND?]

### [WHAT IS THE MAKEUP OF YOUR FAMILY AT HOME?]

### [WHAT DO YOU LIKE TO DO IN YOUR FREE TIME?]

## [COMMUNICATION]

### [DETERMINE THE BEST FORM OF COMMUNICATION BETWEEN THE TWO PARTIES]

## [AVAILABILITY]

### [DISCUSS BEST SHIFTS OR HOURS FOR EMPLOYEE]

## [GOALS AND ASPIRATIONS]

### [DISCUSS EMPLOYEE'S GOALS FOR ROLE AND CAREER]

## [TYPES OF WORK]

### [DETERMINE EMPLOYEE'S SKILLS AND RESPONSIBILITIES]

## [FREQUENCY]

### [DETERMINE FREQUENCY OF RECURRING ONE-ON-ONE MEETINGS]

| **RECURRING ONE-ON-ONE MEETING AGENDA TEMPLATE**  **[ORGANIZATION NAME]** |
| --- |

|  |  |
| --- | --- |
| Location: | [LOCATION NAME or WEB MEETING URL or PHONE CALL-IN NUMBER] |
| Date: | [DATE] |
| Time: | [MEETING TIME] |
| Attendees: | [ATTENDEES] |

# TOPICS TO BE DISCUSSED:

## [PERSONAL LIFE]

### [DISCUSS PERSONAL UPDATES]

## [TOP-LINE ISSUES]

### [DISCUSS BUSINESS ISSUES THAT NEED IMMEDIATE ATTENTION]

## [CURRENT REPORTS]

### [REVIEW ANY REPORTS RELEVANT TO THE EMPLOYEE'S ROLE]

## [COLLEAGUES]

### [DISCUSS EMPLOYEE'S RELATIONSHIP WITH COLLEAGUES]

## [MANAGER SUPPORT]

### [DISCUSS ADDITIONAL WAYS YOU CAN SUPPORT THE EMPLOYEE]

## [CREATIVE SOLUTIONS]

### [ASK INDIVIDUAL FOR THEIR IDEAS ON OUTSTANDING ISSUES, RELATED TO THEIR ROLE OR NOT]

## [GOAL SETTING]

### [SET GOALS TO COMPLETE BY NEXT MEETING]