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# FIRST ONE-ON-ONE MEETING AGENDA TEMPLATE

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Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Attendees: \_\_\_\_\_

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## TOPICS TO BE DISCUSSED:

### I. PERSONAL BACKGROUND

a. WHERE DID YOU GROW UP?

\_\_\_\_\_

b. WHAT SCHOOL DID YOU ATTEND?

\_\_\_\_\_

c. WHAT IS THE MAKEUP OF YOUR FAMILY AT HOME?

\_\_\_\_\_

d. WHAT DO YOU LIKE TO DO IN YOUR FREE TIME?

\_\_\_\_\_

### II. COMMUNICATION

a. DETERMINE THE BEST FORM OF COMMUNICATION  
BETWEEN THE TWO PARTIES

\_\_\_\_\_

### III. AVAILABILITY

a. DISCUSS BEST SHIFTS OR HOURS FOR EMPLOYEE

\_\_\_\_\_

### IV. GOALS AND ASPIRATIONS

a. DISCUSS EMPLOYEE'S GOALS FOR ROLE AND  
CAREER



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V. TYPES OF WORK

- a. DETERMINE EMPLOYEE'S SKILLS AND RESPONSIBILITIES
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VI. FREQUENCY

- a. DETERMINE FREQUENCY OF RECURRING ONE-ON-ONE MEETINGS
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# RECURRING ONE-ON-ONE MEETING AGENDA TEMPLATE

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Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Attendees: \_\_\_\_\_

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## TOPICS TO BE DISCUSSED:

### I. PERSONAL LIFE

- a. DISCUSS PERSONAL UPDATES
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### II. TOP-LINE ISSUES

- a. DISCUSS BUSINESS ISSUES THAT NEED IMMEDIATE ATTENTION
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### III. CURRENT REPORTS

- a. REVIEW ANY REPORTS RELEVANT TO THE EMPLOYEE'S ROLE
- 

### IV. COLLEAGUES

- a. DISCUSS EMPLOYEE'S RELATIONSHIP WITH COLLEAGUES
- 



V. MANAGER SUPPORT

- a. DISCUSS ADDITIONAL WAYS YOU CAN SUPPORT THE EMPLOYEE
- 

VI. CREATIVE SOLUTIONS

- a. ASK INDIVIDUAL FOR THEIR IDEAS ON OUTSTANDING ISSUES, RELATED TO THEIR ROLE OR NOT
- 

VII. GOAL SETTING

- a. SET GOALS TO COMPLETE BY NEXT MEETING
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