| **SAMPLE RECURRING ONE-ON-ONE MEETING AGENDA**  **JONES CONSULTANTS, INC.** |
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| Location: | Jones Consultants’ Headquarters, 1234 Main St. Los Angeles, CA 91111 |
| Date: | January 19, 2021 |
| Time: | 11:00 am |
| Attendees: | Kathleen Jones (supervisor) and Andrew Cruz (employee) |

# TOPICS TO BE DISCUSSED:

## PERSONAL LIFE

### How is Andrew’s wife’s new job going?

### Does Andrew’s son like his new school?

## TOP-LINE ISSUES

### How far has Andrew progressed in updating the email and snail mail databases?

## CURRENT REPORTS

### Kathleen will walk Andrew through the process of completing and submitting her expense reports.

## COLLEAGUES

### Has Andrew made any friends with his colleagues?

### Does Andrew feel that communication with his colleagues is clear and efficient?

## MANAGER SUPPORT

### Does Andrew feel supported by Kathleen thus far?

### Is Andrew having trouble with any of his responsibilities that he needs more assistance or training from Kathleen?

## CREATIVE SOLUTIONS

### Does Andrew have any thoughts on the best way to reorganize the supply closet?

## GOAL SETTING

### Finish updating the email and snail mail databases by the next one-on-one meeting.