

# Weekly / Bi-Weekly 1-to-1 Template

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This template is designed to support your regular 1-to-1 meetings. It is structured around the HUMAN method of human-centered management. Use it to guide meaningful discussions, track progress, and nurture growth.

## Meeting Basics

<b>Date:</b>
<b>Participant:</b>
<b>Manager:</b>

## Check-In

- How are you feeling this week? (Work / Personal balance)
- Any immediate challenges or wins you'd like to share?

## Discussion Topics

- Progress on current projects
- Challenges and blockers
- Feedback (both ways)
- Career development
- Wellbeing and motivation

## Action Items

Use this space to summarize agreed-upon next steps:

Action Item	Owner	Deadline

## HUMAN Coaching Section:

### H – Hear actively

Great managers listen before they act. Active listening builds trust, ensures people feel valued, and helps leaders understand unspoken needs.

*Coaching question: What is one thing you need me to really hear today?*

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### U – Understand uniqueness

Every team member has different strengths, motivations, and ways of working. Recognizing and embracing these differences fosters inclusion and unleashes hidden potential.

*Coaching question: Are there tasks in this mission where you feel you could bring unique value compared to others?*

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### M – Motivate with meaning

Instead of only pushing targets, connect work to purpose. When people see how their contribution matters, they naturally engage more deeply.

*Coaching question: Which part of the past or future tasks do you feel most confident about right now, and how can we use that strength (extend to other project for example, coach others...)?*

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### A – Align with empathy

Empathy bridges personal goals with organizational ones. Aligning expectations while respecting individual realities creates both accountability and compassion.

*Coaching question: Is there something in your current situation that I should consider as we align on your next tasks?*

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### N – Nurture growth

Human-centered management invests in continuous learning and development. By nurturing growth, leaders empower people to evolve alongside the company.

*Coaching question: What skill or experience would you like to grow in the coming weeks?*

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