

1:1 Meeting Agenda Template

Use this template to plan the agenda for 1:1 meetings with your manager and to take notes during the meeting.

Date and time:

Agenda Item	Notes
What is going well? Specific situations, results achieved, conversations, etc.	
What could be going better? Specific situations, examples, conversations, etc.	
What are you working on? Projects/initiatives, priority requirements, etc.	
What do you need from your manager? Roadblocks, frustrations, feedback (for your manager, team, yourself), requests, ideas, etc. Be ready to offer recommendations for how they should be addressed.	
How are you helping others be better? How are others helping you be better?	
What progress have you made toward your agreed Connect goals assigned by your manager? Always bring your Connect goals with you.	<u>FROM CONNECT (Paste in the Items from the Looking Forward section here)</u> <u>Select the items from your own goals as well as your manager's expectations</u>

RUNNING A MEETING

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What progress are you making on career or professional development?	<u>FROM CONNECT (Paste in the Items from the Career Dev section here)</u> <u>Select the items from your own goals as well as your manager's suggestions</u>
Feedback to give and/or receive?	
Ideas for consideration by your manager from you	
Ideas for consideration from your manager to you	

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