**First One-on-One Meeting Agenda**

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| Employee Name: |  | Meeting Date: |  |
|  |  | Meeting Time |  |

**Discuss Ground Rules for the relationship**

* What you can expect from me
* What I expect from you
* Free flow format to meeting (we can discuss anything)

**Overview of Employee One-on-One Meetings**

* **Purpose:** To promote employees’ professional and personal growth by working together to overcome obstacles in the way; to provide a forum for free interchange of ideas and foster better communication.
* **Logistics:**
  + Participants – me and the employee
  + Frequency – weekly
  + Duration – One hour for field employees, One half-hour for staff employees
  + Location – Manager’s office unless otherwise specified
* **Content:**
  + Performance coaching
  + Work issues
  + Personal issues
  + Interpersonal issues
  + Administrative issues
* **Feedback:**
  + Activity management system
  + Review of activity and results
  + Employee Goal Development and accountability for results
  + Ongoing review of goal tracking system
* **Questions:**
  + What is your primary aim in life?

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* + If you could visualize where you are and what you are doing five years from now, what would it be?

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* + What is the one activity (or task) that you really enjoy most doing here at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

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* + What is your least favorite activity (or task)?

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* + How would you describe yourself and your personality?

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* + How would others describe you and your personality?

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* + What things (if any) do you see as getting in the way of your personal success?

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* + What, in your opinion, could be done to eliminate those things?

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