

1:1 Agenda Template

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January 21, 2015

Manager:

- Vacation - how did the team's restaurant suggestion work out? [Show you care]
- Share kudos from director's staff meeting on project X's impact [Big Picture]
- What have you been up to? [Check In/Catch up]
- What can I help you with? [Remove roadblocks/obstacles]
- Upcoming offsite dates [Administrative]
- What else? [Expansive]
- Is there anything I should be doing for you that I am not doing? [Check for your effectiveness]

Team Member:

- What I did last week: Update on Project Y
- What I plan to do this week: Deliver design document for v2.0 of project X
- Flag possible delay on sub-project of Project Y
- Follow-up on ABC discussion from last week 1:1
- Discuss interest in doing project with team C

January 14, 2015

Manager:

Team Member:

January 7, 2015

Manager:

Team Member: