

# GOOD 1-ON-1 MEETING FOR EMPLOYEES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## GOALS

- What did you accomplish?
- What's changed or been redirected?
- What are your priorities?

## OBSTACLES

- What's working? What's not?
- Do you need help removing any obstacles?

## OPPORTUNITIES

- In what areas do you want/need to develop?
- What support do you need?
- What are your collaboration needs?

## DECISIONS

- What are your action items?
- Are you and your manager on the same page?
- Are you clear on due dates?