**1:1 MEETING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** [Date] | **With:** [Name] | **Role:** [Their role] | **Cadence:** [Weekly] |

**THEIR AGENDA**

*(They set this - their meeting, their topics)*

• [Topic 1]

• [Topic 2]

• [Topic 3]

**CHECK-IN**

|  |  |
| --- | --- |
| **How are you? (1-10)**  [Energy, mood, workload] | **What's top of mind?**  [What's taking their attention] |

**PROGRESS & BLOCKERS**

|  |  |
| --- | --- |
| **Wins since last time**  •  •  • | **Blockers / Challenges**  •  •  • |

**GROWTH & DEVELOPMENT**

**Current goals progress:** [Status update]

**Skills to develop:** [What are they working on?]

**Support needed:** [How can you help?]

**FEEDBACK EXCHANGE**

|  |  |
| --- | --- |
| **For them:**  [Recognition or coaching] | **For you (ask!):**  [What can I do better?] |

**ACTION ITEMS**

☐ [Action] → [Owner] → [Due]

☐ [Action] → [Owner] → [Due]

☐ [Action] → [Owner] → [Due]