

One-on-One Meeting Template

Regularly meeting with your manager will give you an opportunity to both share your successes and strengths and share your challenges and the places where you might need support. Before you meet with your manager, use the template below to prepare and bring it with you.

Use this space to prepare for a meeting with your manager.	
<p>Set Context What long-term goals are you working toward?</p> <p>How have things gone since the last time you spoke to your manager?</p>	
<p>Celebrate What successes can you share?</p> <p>What would make this job even better for you?</p>	
<p>Challenges What's getting in the way of you doing your best work?</p> <p>Where do you need support?</p>	
<p>Anything else?</p>	

