

# One-on-One Meeting Template (as manager)

Regularly meeting with your employees will give you an opportunity to understand the successes and challenges of your employees so that you can anticipate when and where they might need support from you or someone else in the company. When you meet with each employee, use the template below to guide your discussion, take notes and track actions.

Questions to ask	Use this space to take notes during the one-on-one.
<p><b>Set Context</b>            What long-term goals are you working toward?</p> <p>How have things gone since we last met?</p>	
<p><b>Celebrate</b>            What successes should we celebrate?</p> <p>What could we do to make this job even better for you?</p>	
<p><b>Challenges</b>            What's getting in the way of you doing your best work?</p> <p>Where do you need support?</p>	
<p><b>Actions</b>            What actions will you take before next time?</p> <p>What actions will I take before next time?</p> <p>What else did we agree to?</p>	

