One-on-One Meeting Notes

Team Member Name:	**Date:**

Team Member Update (15 minutes)

(Take notes during their segment.) NOTES:	(Questions to ask your team member.) • "How was your weekend? How's the family?" • "What's on your mind?" • "And what else?" • "What's your most important task this week?" • "How can I help? What do you need from me this week to be successful?"

Manager Update (10 minutes)

(Prior to meeting prepare key items you intend to share.) NOTES:	(Topics you can cover during your allotted time.) • Review notes from last week • Ask about any open projects and metrics that they didn't bring up themselves • Give positive or constructive feedback • Delegate any new projects • Share relevant company/team news

Action Items and Key Points To Review In Next Meeting

One-on-One Meeting Key Points

• This is the employee's meeting; they should do most of the talking • O3 meetings should occur weekly or bi-weekly; ideally the same time and day of the week • Keep duration to 25-30 minutes; any longer and they're likely to get canceled • Consistency and follow-up on action items are key	(Alternate questions the manager can ask.) • "Can you give me an update on the XYZ project?" • "How confident are you that you'll meet the deadline?" • "What went really well over the last week?" • "What could have gone better over the last week?" • "What are your thoughts on the…?"