

One-on-One Meeting Template

Build Trust, Drive Performance, and Strengthen Relationships

One-on-one meetings are your most powerful leadership tool. Use this template to create meaningful conversations that build trust, solve problems, and help your team members grow. Schedule these meetings weekly or bi-weekly and protect this time religiously.

Employee Name: _____

Date: _____

Manager: _____

Meeting #: _____

1. Opening & Check-In (5 minutes)

Start with personal connection before diving into work topics.

- How are you doing? How are things outside of work?
- What's been on your mind lately?
- Anything I should know about that's affecting you right now?

Notes:

2. Their Agenda (15-20 minutes)

This is THEIR time. Let them drive the conversation.

- What's going well that we should celebrate?
- What's challenging or frustrating you right now?
- Where are you stuck or need help?
- What decisions do you need my input on?
- What feedback do you have for me or the team?

Key Discussion Points:

3. Performance & Progress (10 minutes)

Review current projects, goals, and priorities.

- How is [specific project] progressing?
- Are you on track with your quarterly goals?
- What obstacles are in your way?
- What support or resources do you need from me?

Progress Notes:

4. Growth & Development (10 minutes)

Discuss career growth, skill building, and learning opportunities.

- What skills do you want to develop?
- What projects would help you grow?
- How can I better support your career goals?
- What's one thing you learned this week/month?

Development Actions:

5. Closing & Action Items (5 minutes)

Summarize decisions, clarify next steps, and confirm commitments.

Action Item	Owner	Due Date

Best Practices for Effective One-on-Ones:

- **Protect this time** - Don't cancel or reschedule unless absolutely necessary
- **Take notes** - Document commitments and follow up next time
- **Listen more than you talk** - Aim for 70% them, 30% you
- **Ask follow-up questions** - Get beneath surface-level answers
- **End with clarity** - Everyone should know exactly what happens next