

1-ON-1 PREP FOR DIRECT REPORTS

Use this guide to think through topics you'd like to discuss with your leader. You likely won't have time to cover every topic every time, but it's a good idea to cover at least the first item in each meeting. You can always prioritize and/or rotate through topics in subsequent 1-on-1s.

CHALLENGES, OPPORTUNITIES & SUPPORT

DATE: _____

Outcome and follow-up items from previous 1-on-1:

My biggest challenge right now and ways my leader could help me:

My biggest opportunity right now and ideas about next steps:

Things my leader should know but might not:

Additional information I need to do my job:

Other tasks or projects I want to talk about:

DEVELOPMENT GOALS & PLANNING

Review of progress toward my development goals:

List of things I'd like to ask my leader for feedback on:

Development area I want to focus on this week and how my leader can help me:

FEEDBACK FOR MY LEADER

Reinforcing feedback I want to give to help my leader improve:

Redirecting feedback I want to give to help my leader improve: