

One-on-One Meeting Form

Understanding One-on-One Meetings

One-on-one meetings between managers and their employees provide a valuable opportunity to enhance individual and team productivity, foster great working relationships, provide positive feedback and support, and address issues before they become significant problems. It is recommended that managers meet with their employees weekly or biweekly, but at minimum on a monthly cadence.

Employee Names

Manager Metrics

Using This One-on-One Referrals Form

This form is designed for use by an employee to prepare for a one-on-one meeting with their manager or supervisor. In the instance that a meeting must be cancelled or is deemed unnecessary, this completed form can be sent by the employee to their manager to function as a status report so important information can be shared.

STATUS UPDATES (Work completed since last meeting)

Project Structure Task

Associated Performance Goals

STATUS UPDATES (Future/planned work to be performed before next meeting)

Project Availability Trends

Associated Performance Goals

One On One Meeting Form

Hussin A.Rothana

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