FREE TEMPLATE FROM ROYGROUNDUP

One-on-one meeting template

Name: **Date:** **Next meeting:**

1. Check-in (5 minutes)

How are you, really? Anything outside work affecting this week?

2. Their topics (10 minutes)

What they want to talk about. They add these before the meeting.

3. Your topics (5 minutes)

Updates, context or decisions they need from you.

4. Feedback (5 minutes)

One thing that went well since last time. One thing to try differently. Ask: what could I do better?

5. Growth (monthly)

Progress on their development goal. What would stretch them next?

6. Actions

Who does what, by when. Review these at the start of the next one-on-one.

Tips

• Keep the same day and time every week or fortnight, and do not cancel. Move it if you must.
• Let them fill in their topics first. If the list is empty, ask one question from the question bank.
• Write the actions down and share them straight after the meeting.