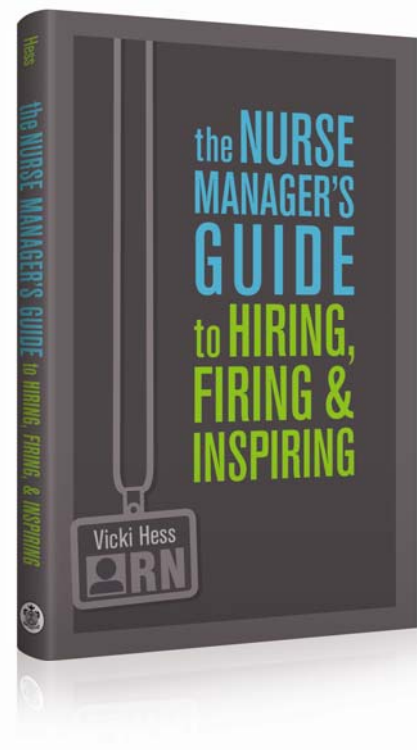
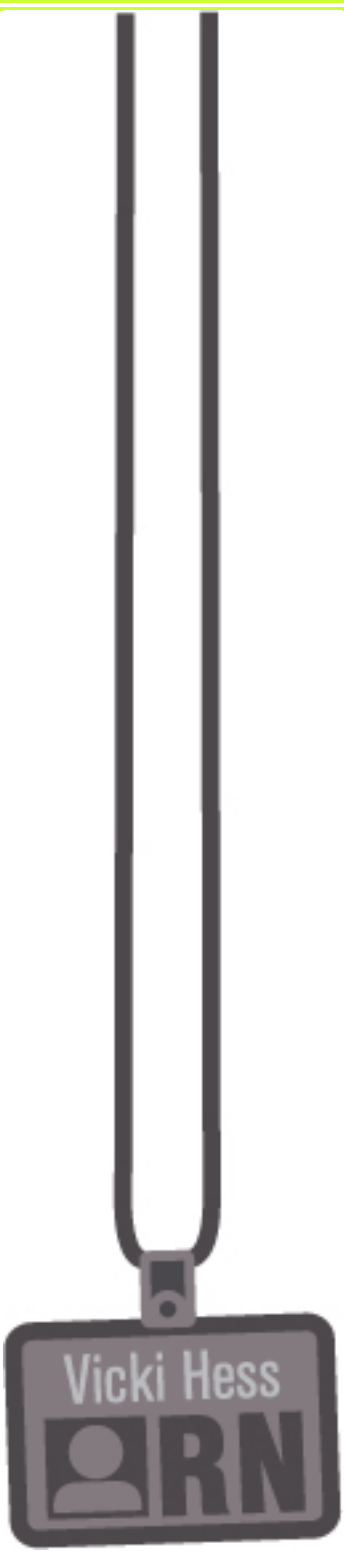


# TIMESAVER TOOL

CHAPTER 9

## ONE-ON-ONE MEETING TEMPLATE





## ONE-ON-ONE MEETING TEMPLATE

Here is a sample agenda for a one-on-one meeting with a staff member. Feel free to add your own elements to complement those included here.

**Employee:**

**Date/Time:**

1. **What's Working?** Start with the good news – ask the direct report to share things that have been going well and then share your thoughts on the same subject. Make a few notes here so you are prepared.
  
2. **What Needs Work?** Ask for ideas and suggestions for improving the department. Make sure this isn't a gripe session by challenging the employee to come up with solutions.
  
3. **What Next?** If there are any action items that arise during the meeting, summarize and agree on who is responsible, the time frame and method of accountability.



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