

## ONE-ON-ONE MEETING GRID

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agenda Item	Things employee will follow up on & deadline	Things leader will follow up on & deadline
<b>What's New?</b> <ul style="list-style-type: none"> <li>◆ Ask and listen</li> <li>◆ Personal milestones</li> <li>◆ Relax and be yourself! Connect ☺</li> </ul>		
<b>What's Working?</b> <ul style="list-style-type: none"> <li>◆ Performance (quality; productivity)</li> <li>◆ People (compliments; team efforts)</li> <li>◆ Projects (progress; accomplishments)</li> <li>◆ Connect to what gets the employee satisfied, energized &amp; productive.</li> </ul>		
<b>What's Not Working?</b> <ul style="list-style-type: none"> <li>◆ Performance (internal and external barriers)</li> <li>◆ People (inter and intradepartmental challenges)</li> <li>◆ Projects (conflicting priorities; missing tools or resources)</li> </ul>		
<b>What's Next?</b> <ul style="list-style-type: none"> <li>◆ Who is responsible for what moving forward?</li> <li>◆ Deadline dates?</li> <li>◆ Items for next meeting?</li> </ul>		