One-on-One Meeting Agenda



For	
Date	

Discussion topic

To kick off the meeting, come up with a question to discuss, either personal or work-related. *(See the resources section below for question ideas.)*

Question	

Successes since our last meeting

What accomplishments are you most proud of since we last met?

Team member successes	Manager successes

Challenges since our last meeting

What challenges or blockers have you experienced when achieving your goals since we last met? What support would be most helpful? It's best to be candid and honest.

Team member challenges	Manager challenges

Challenges cont.

Action items	

Positive feedback

Effective recognition is timely, frequent, specific, visible, inclusive, and values-based. *(See the resources section below.)*

From team member for manager	From manager for team member

Constructive feedback

What's one thing I could do better? Constructive feedback should provide opportunities for growth and go in both directions. *(See the resources section below.)*

From team member for manager	From manager for team member

Other items to discuss

This might include upcoming projects, ideas, important communications, or follow-up on action items from previous meetings.

Team member	Manager

Prepare (10–15 minutes)

Setting a meeting agenda in advance will help you get the most out of one-on-one meetings and should be a shared responsibility between the manager and team member. Ideally, each person will spend 10–15 minutes adding brief notes to each section prior to the meeting. Consider taking turns picking the discussion question to kick off the meeting each week.

Resources

One-on-one questions: 121 One-on-one Questions, 77 Great Questions to Ask at Your Next One-On-One Meeting
Recognition: A Guide to Giving Employee Recognition Like a Pro, The Guide to Modern Employee Recognition
Feedback: Manager's Guide to Giving Effective Feedback, How to Receive Employee Feedback

Discuss

The amount of time you spend on each section will depend on your available time and how frequently you meet. We recommend setting aside at least 45 minutes if you meet weekly and an hour if you meet bi-weekly.

Pro tip: It's okay to adjust the length of your meeting depending on the number of discussion items you've added and how long you think it will take to talk through them. You can also skip sections if you don't have anything specific to add.

Follow up

If there aren't any action items after your meeting is over, did it actually happen? 😳 Maybe. But it's essential for both the manager and team members to record any to-dos and ensure they are prioritized.

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