

G W Homes

One-on-One Meeting

Name:

Date:

1. General check-in:

- What do you want to talk about?
- How are things outside of work?

2. Reflection on previous week:

- What went well? What areas did you accomplish?
- What obstacles did you face?

3. Update on week ahead:

- What are you planning to focus on this week?
- What can I do to help?

4. Manager feedback:

- Do you want or need feedback on anything?

5. Job goals and objectives check-in:

- How are you progressing on your goals?
- Is there anything you need to help you succeed?

6. Action items (to fill in):

- Focus Items, Detail Areas, Etc...