

# One-on-One

## Yearly Growth Meeting

January 1, 2024

10:00am – 11:30am

### Meeting Purpose:

Yearly Meeting to align on current status and future goals and growth opportunities between (Manager's name) and (Employee's name).

Section	Question
Role-Related	<b>How would you describe your current role here?</b>  Don't forget to take notes!
	<b>How would you say you are performing at this role?</b>  Space for notes..
	<b>What kind of tasks are you strongest at? What do you prefer working on the most?</b>  Space for notes..
	<b>What is an area of your work that you want to improve?</b>  Space for notes..
	<b>How could I or the company in general help make you more productive?</b>  Space for notes..
	<b>What do you find are the biggest challenges about working remotely?</b>  Space for notes..
Management	<b>What is something I could do better?</b>  Space for notes..
	<b>What aspects of your work do you want more or less direction from me for?</b>  Space for notes..
	<b>What are your thoughts on how I've been coming up with direction?</b>

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*Space for notes..*

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**What are your thoughts on our project management?**

*Space for notes..*

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**What would you change?**

*Space for notes..*

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**Future Plans**

**Where do you see yourself in 3 years? 10 years?**

*Space for notes..*

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**Where do you see the team/company going this year? In 5 years?**

*Space for notes..*

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**Are you interested in continuing to work at the company long term? Why or why not?**

*Space for notes..*

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**Action**

**Based on what we talked about, what are some things you are going to work on or do from here on out? Similarly, what I can I do from here on out?**

Action Items Here!

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