
Name & Department

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Quarterly One-on-One [Name]

Date: Q3 20XX Check-in, 4th of October

WARM-UP

- How was your last quarter in your view, on a scale from 1 (really bad) to 10 (really good)?

○

MANAGER'S TOPICS: SUCCESS & PROGRESS

- What were your biggest successes in the last quarter?
○
- Looking at your goals, where are you at the moment? #KPIs
○
- What did you learn in the last quarter, which skills did you develop (that could help me or the team)?
○
- How satisfied are you with your personal development in the last 3 months?
○

TOPICS DIRECT REPORT (Name)

- ...
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MANAGER'S TOPICS: CHALLENGES & SUPPORT

- Optional: My own challenges
- What obstacles have you faced?
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- Are there any resources or support you need?
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MANAGER'S TOPICS: DEVELOPMENT & GOALS

- Are there any new skills you'd like to develop?
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- How do your priorities align with the team's tasks?
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- What are your core goals for the next quarter?
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- How can I help you move towards your career goals?
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MANAGER'S TOPICS: FEEDBACK

- Optional: Situations we didn't talk about incl. my feedback.
- Feedback: What can I do better to lead you and/or the team?

CLOSING

- Let's summarize the tasks we wrote down from this meeting.
- Is there anything else to discuss?