
Name & Department

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Weekly One-on-One [Name]

Week: 5th September 20XX - 12th September 20XX

WELCOME

- How are you today, how was your week so far?

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TOPICS DIRECT REPORT (Name)

- ...

MANAGER'S TOPICS: REVIEW

- What went well last week?

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- What Challenges did you face?

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MANAGER'S TOPICS: PRIORITIES & GOALS

- Key Priorities for the upcoming week(s)?

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- Where do you need my support?

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CLOSING

- Anything else you would like to discuss?
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