



Name of Employee_____

Date_____

TIPS FOR AN EFFECTIVE ONE-ON-ONE MEETING WITH YOUR EMPLOYEE:

- *Spend time preparing, based on your prior conversations with the employee.*
- *Make it a two-way conversation, not a one-way lecture.*
- *Ask questions about the work the employee is doing to encourage discussion.*
- *Keep it genuine and focus; move away from your computer and put your phone on silent.*
- *Be sure to ask about challenges and how you can help the employee overcome them.*

Pre One-on-One Notes:

List at least 3 questions to ask the employee to ensure an effective coaching session:

1.

2.

3.

Topic Checklist:

Goals

☐

Development

☐

Concerns

☐

Help Needed

☐

Future Interests

☐

Action Items

☐

During the One-on-One

What project is the employee working on?

What challenges has the employee encountered this week/month?



What has the employee learned this week/month?
What progress has the employee made towards his or her goals this week/month?
What progress has the employee made in terms of his or her development plan this week/month?
List some of the frustrations or challenges the employee mentions.
List items that the employee shares where he or she could use help.
Did the employee express any interest in future roles or positions?
Actions <i>given to employee</i> for next one-on-one:
Actions <i>you took</i> for next one-on-one:
Post-meeting notes and comments for next one on one: