



ONE-ON-ONE MEETING TEMPLATE

GOOD TEMPLATE FOR MANAGER-EMPLOYEE
PERFORMANCE CONVERSATIONS



Make work awesome.

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ONE-ON-ONE MEETING TEMPLATE

Highly engaged organizations rank one-on-ones as the number one communication strategy ahead of emails from leadership and all-company meetings. Our GOOD framework will help you create a solid foundation for engaging and productive manager-employee one-on-ones. GOOD stands for:



GOALS

Discuss goal progress made since last one-on-one and consider adjustments.



OBSTACLES

Identify roadblocks in the way of goal completion and overall employee success.



OPPORTUNITIES

Consider new opportunities to further learning, development, and growth.



DECISIONS

Agree upon actions to be taken before your next one-on-one meeting.



How often should you conduct one-on-one meetings?

More than half of highly engaged companies conduct one-on-one meetings once a month.

GOOD ONE-ON-ONE MEETING

DATE:

MANAGER:

EMPLOYEE:



GOALS

- Update on goal progress
- Potential adjustments
- Motivating/draining goals
- New goals



OBSTACLES

- Roadblocks to success
- Potential solutions
- Highest/lowest priorities



OPPORTUNITIES

- Future ambitions
- Development opportunities
- New skills/roles



DECISIONS

- Employee next steps
- Manager next steps

GET MORE OUT OF YOUR ONE-ON-ONES

These free resources will help take your conversations to the next level:



THE BIG BOOK OF ONE-ON-ONE MEETING QUESTIONS

Looking for specific questions to ask in your next one-on-one? This ebook has 350 sorted by categories. It also includes crucial tips for navigating a manager-employee conversation.



5 MANAGER LESSONS FOR ENGAGING PERFORMANCE CONVERSATIONS

One-on-ones can involve difficult performance conversations. This ebook helps managers address employee performance and work with direct reports to create improvement plans.



HOW TO BE A BETTER MANAGER AND CONNECT WITH YOUR EMPLOYEES

The best conversations spark a connection. Read this ebook to learn how one-on-ones help managers overcome common “boss” stereotypes and develop authentic relationships with employees.



5 SURE-FIRE WAYS TO SET GOALS THAT GET RESULTS

Every GOOD starts with goals. This resource helps you include employees in the goal-creation process and track and measure progress of the goals.

WANT TO TAKE YOUR CONVERSATIONS ONLINE?

Click [here](#) to learn more about Quantum Workplace's one-on-one feature.