# One-on-one meeting templates

## One-on-one for your first meeting template

Here are a few key questions to guide your initial meeting:

* What are your current responsibilities and projects?
* How do you prefer to communicate—email, chat, or in-person?
* What time of day are you most productive?
* What are your career aspirations?
* How can I support your goals?
* Are there any immediate concerns you'd like to discuss?
* What expectations do you have for our one-on-one meetings?
* How can we make these meetings most effective for you?

## One-on-one meeting for career and growth development template

Here are some questions to help you gain a clear understanding of what your team member wants and how you can help facilitate that:

* When you think about yourself in 1-2 years’ time, what comes to mind?
* What part of your job is most relevant to your long-term goals?
* What do you enjoy most and least about your job?
* Where do you feel that your strengths lie?
* How can we develop those strengths?
* What skills would you like to develop?
* What would you like to do to continue your growth here?
* What next steps could you be taking towards those goals?
* Who inspires you on the team?
* How can I help you be successful in pursuing these goals?
* Do you feel you receive enough feedback?

## One-on-one check-in template

These questions will help you gauge what your team member needs on a regular basis:

* How are you doing?
* How did the past week/month go?
* What’s on your mind this week?
* Is there anything specific impacting your happiness this week?
* How productive do you feel at the moment?
* What blockages are impacting your work?
* Do you need any support?
* How can I help you?
* What are the most important things you will focus on before we meet next?
* Is there anything else you’d like to talk about today?
* Do you feel comfortable giving feedback to the team?

## One-on-one meetings for OKR goal setting template

This template’s questions aim to help you clarify your people’s goals and help to keep them on track by removing any potential barriers:

* What would you like to achieve here?
* How are your goals progressing?
* Let’s discuss each goal that you currently have.
* Where do you feel you need help?
* Are you facing any bottlenecks? What might help remove them?
* Let’s discuss your personal development goals.
* Let’s map out the next steps.

## One-on-one onboarding meetings template

Here are some questions to help determine your new joiner’s onboarding experience and needs:

* Overall, how has your time here been so far?
* How has the training been so far to prepare you for your job?
* Do you have a clear understanding of your role and what is expected of you?
* Are you finding your workload manageable?
* Have there been any major frustrations that you’ve experienced so far?
* Is there anything you’d like more information or resources on?
* What can we do to help you be successful here?

## Year-end performance review one-on-one meeting template

These questions will help guide your year-end review one-on-one:

* What accomplishment(s) from the last year are you most proud of?
* Where did you spend your time and energy?
* What goals do you have for the next quarter, and for the next year?
* What development goals would you like to set for the next six months?
* What obstacles are standing in your way?
* What can we do to help you be successful here?
* How can I improve as your manager?

## Skip-level one-on-one meeting template

To make these conversations impactful, ask open-ended questions that encourage honest dialogue and thoughtful reflection, such as:

* What’s working well in your team or department?
* Are there any challenges you feel need attention from leadership?
* What suggestions do you have for improving our processes or communication?
* Do you feel supported in your career development? How does the organization support you?
* Are there any resources or tools you feel would enhance your productivity?
* What feedback do you have about our company culture?
* Is there anything else you’d like to discuss with me today?

## Employee wellbeing one-on-one meeting template

To guide meaningful dialogue, ask open-ended questions like:

* How are you feeling about your current work-life balance?
* Are there any stressors affecting your wellbeing at work?
* What support can the organization provide to enhance your wellbeing?
* Are there specific resources or benefits you find valuable?
* How can we create a more supportive work environment for you?
* What activities or practices help you recharge and stay motivated?
* Is there anything else you'd like to discuss regarding your wellbeing?

## Problem-solving one-on-one meeting template

To keep the discussion productive and solution-focused, ask:

* What specific challenge or issue are you currently facing?
* What have you tried so far to address this problem?
* Are there any resources or support you need to solve this issue?
* What potential solutions or ideas do you have in mind?
* How can I assist you in overcoming this challenge?
* What steps can we take to prevent similar issues in the future?
* Is there anything else related to this problem you'd like to discuss?
* Is there anything you wish you’d dealt with differently?
* How can we improve our collaboration?
* Do you have any feedback for me?

## Remote one-on-one meeting template

To guide a productive and supportive conversation, ask:

* How is your remote work setup functioning for you?
* Are there any challenges you're experiencing while working remotely?
* How can we improve our communication and collaboration in a remote setting?
* What tools or resources would enhance your remote work experience?
* How can we ensure you feel connected to the team despite being remote?
* Are there any personal or professional goals you'd like to discuss?
* Is there anything else you'd like to address regarding your remote work experience?
* How can I support you better?

## Peer-to-peer one-on-one meeting template

To spark meaningful dialogue and ensure these meetings stay productive, recommend your team members ask each other questions like:

* What recent successes or challenges have you experienced in your role?
* How can we collaborate more effectively on our projects?
* What insights or skills can we share to enhance our teamwork?
* Are there any areas where you'd like to learn from my experience?
* How can we support each other's growth and development?
* What feedback or suggestions do you have for improving our collaboration?
* Is there anything else you'd like to discuss in our peer-to-peer conversation?

## Employee goal-tracking template

Monitor individual and team progress using this tracker. Regular check-ins help keep goals on track and drive accountability.

Team member name:

Role:
Manager:

Period (Quarter, Year):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Goal | Target 1 | Status | Target 2 | Status | Target 3 | Status | Notes |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |