

# 1 to 1 Sample Agenda

**Weekly Meeting with:**

**Date:**

## **Check-in**

Review agenda topics, ask manager for any additions

## **20 minutes - Status Update**

Update on results for areas responsible for, both work items and projects

## **20 minutes - Coaching**

Discuss items that you need more direction on, items where help or advice is needed

## **15 minutes – Manager Topics**

Discuss any critical items identified by your manager during the check-in period

## **5 minutes – Next Steps**

Confirm next steps, who is responsible, when they will be completed

## **Follow-Up**

Follow-up Item #1

Follow-up Item #2

## **Responsible**

## **Target Date**

## **Special Topics:**

**Career Discussion (2-3 x /year only)**

(career interests, needs, thoughts)