



EMPLOYEE 1:1 MEETING

Informal check-in

The intention behind small talk is to build trust. The more you know about your employees, the greater the sense of trust and personal rapport.

- How are you doing?
- How was your weekend?

Project or Responsibilities Recap

These questions are geared so the employee will lead the conversation around their accomplishment/progress towards action items. This area might give you opportunity to give recognition for their accomplishments.

- Tell me what you are working on?
- What is your proudest accomplishment?
- What updates do you have regarding the action items we discussed last meeting?

Department Updates

Manager's time to discuss the department's SMART goals, projects, and new business. Follow up with questions to make sure the employee understands the impact your updates might cause.

- Ask if the employee has any questions on what was covered?

Open Discussion

Manager ask questions to create open discussions with employee to help uncover any potential issues before their performance is affected.

- Is there anything we have not covered that you would like to discuss?
- Do you have any concerns?
- Would you like more/less direction from me?
- Would you like more/less feedback?

Wrap-up

Manager highlights the takeaways and action items/assignments with deadlines.

- Is there anything you need from me to complete these action items?
- Do you feel like you can accomplish these action items by the deadlines?