

One on One Meeting

A recurring conversation guide for a manager and team member. Capture priorities, support needs, feedback, and agreed actions without turning this into a performance review.

Team Member

Manager

Meeting Date

Next Meeting

Check In and Wins

How are things going? What has gone well since the last conversation?

Current and Upcoming Priorities

Blockers and Decisions Needed

Workload and Capacity

Note competing priorities or support needed.

One on One Continued

Feedback for Team Member

Specific observations and useful next steps.

Feedback for Manager

What should the manager change or continue?

Development and Longer Term Goals

Manager Support

Agreed Actions

Action	Owner	Due Date

Other Topics