

One On Ones



Bid farewell to one-sided one-on-ones.

Use these discussion areas and prompts to help you go beyond just performance and focus on the whole picture.



Personal

How's life outside of work?
Did you do anything fun recently?
What do *you* want to talk about?

TIPS



Always take **notes**.



Performance

What are you focusing on this week/month?
What have you had difficulties with?
What have you had success with?
Where is there an opportunity for growth?

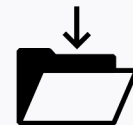


Agree on a list of **action items**.



Support

How can I support you?
Do I give you enough feedback?
How can we improve team culture?

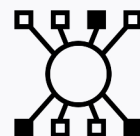


Keep things that need to be revisited in a **parking lot**.



Development

What are some of your long-term professional goals?
How can I help you further your career?
What do you want to learn?



Use technology to help you! Plenty of tools exist that are free or inexpensive like Google Docs and Evernote.