

# GOOD 1-ON-1 MEETING FOR MANAGERS

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## GOALS

- Update on goal progress
- What's changed or been redirected?
- Motivating/draining goals
- New goals

## OBSTACLES

- Roadblocks to success
- Potential solutions
- Highest/lowest priorities

## OPPORTUNITIES

- Future ambitions
- Development opportunities
- New skills/roles
- Support needed
- Collaboration needs

## DECISIONS

- Employee and manager next steps
- Due dates
- Confirm shared expectations and understanding of success