**The One-on-One Meeting Agenda**

Effective Date: *[Date]*

The one-on-one meeting agenda should be flexible. it’s important for managers to allow organic conversation and address any immediate concerns that may arise during the meeting. Both managers and employees should have the opportunity to contribute topics to the agenda ahead of time, ensuring that the meeting addresses the needs and interests of both parties.

An effective one-on-one meeting agenda might look something like this:

## Opening (5 minutes)

* Personal check-in and rapport building.
* Recognition of recent accomplishments.

## Performance discussion (10 minutes)

* Review of tasks and projects since the last meeting
* Feedback on performance, highlighting specific examples.

## Goal and review setting (10 minutes)

* Assessment of progress towards current goals.
* Setting new objectives for the upcoming period.

## Development and training (5 minutes)

* Discussion of professional development needs.
* Planning for upcoming training or learning opportunities.

## Challenges and support (10 minutes)

* Identification of any issues or roadblocks
* Strategies for addressing challenges, including needed resources.

## Innovation and contribution (5 minutes)

* Sharing of new ideas or suggestions
* Discussion on implementation of potential innovations.

## Feedback and future planning (5 minutes)

* Exchange of feedback between manager and employee
* Preparation for future projects or roles.

## Closing (5 minutes)

* Summary of action items and responsibilities
* Setting the date for the next meeting
* Expressing appreciation for the discussion

