
Purpose of a 1:1: The employee is given dedicated time with their supervisor to focus on their growth and development in accomplishing goals or projects within their position.

Keys to a successful 1:1:

1. **Before the 1:1**
 - a. **Commit to a time**, recommend weekly, do not reschedule unless unforeseen circumstances
 - b. **Consistent 1:1's** ensure progress and continued communication to help with employee engagement
 - c. **Tracking progress**, the employee completes this form and shares it with their supervisor before the 1:1 meeting.
2. **During the 1:1**
 - a. The employee drives the discussion, giving an update and overall progress. Their supervisor asks questions and gives feedback to the employee.
3. **After the 1:1**
 - a. **Never stop**, even when communication is going well, and the employee has continued success

Key Goals or Projects I own: It doesn't focus on the day to day tasks; it focuses on the goals they are striving for within their department or their development. *(fairly stable unless we mutually agree to modify)*

Major Action Items Completed last Week (related to my goals above)

Pop up Issues this Last Week

Major Action Items in Process for this Week (related to my goals above)

Items I need to be working on in the coming 2-4 weeks to accomplish my goals or projects.

Challenges I am facing (related to my goals and projects) **and related resources I may need.**

Supervisor comments: