

One-on-One Update – With Leader (done monthly/every 2 weeks)

Name: _____ Date: _____ Leader: _____

Kick-off Questions:

- Recent successes and failures (to celebrate)?
- What is energizing you right now?
- What is frustrating you right now?
- What do you want to make sure we cover in our time today?

Core Job Duties - Scorecard	How's It Going?			Needs?
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Quarterly Goals

Item	How's It Going?			Needs?
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Key Conversations

Questions/Issues to address	How can I support you? (circle one)
	Coach me Direct me Not sure
	Coach me Direct me Not sure
	Coach me Direct me Not sure

Feedback for me?

- What is one thing that needs to be addressed by me? This organization?
- How have I made your job harder in the last 30 days?
- What is one question you/your team would like an answer to?

Commitments – From this One on One (*action for mgr / + action item for indiv)

Item	Owner / Deadline

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