

Monthly One-on-One Template

Monthly one-on-ones are one of the highest-leverage tools for maintaining alignment, building trust, and catching issues before they become real problems.

Unlike ad hoc check-ins or status updates, a dedicated monthly conversation creates space to step back and look at the bigger picture: How work is progressing, how priorities are shifting, and how the individual is actually doing.

It's also one of the few consistent forums where honest feedback can flow both ways, which is critical for healthy team dynamics and long-term performance.

Ahead of the Meeting

- Schedule a regular cadence. Ideally, you both set aside about 30-45 minutes.
- Remember, the meeting is typically about the employee, so they should be setting the agenda. Still, bring a few questions in case they need some guidance for what to discuss.

During the Meeting

Quick Check-In (5–10 min)

- How are you feeling overall this month, both at work and outside of work?
- How has your energy level been recently?
- Does your workload feel manageable right now?
- Is there anything top of mind you want to address right away?

Growth and Career Development (10 min)

- What skills are you currently developing?
- Are there skills you want to focus on next?
- How do you feel about your current growth and trajectory?
- Are there projects or opportunities that would help you grow?

Wins and Progress (10 min)

- What accomplishments are you most proud of since our last 1:1?

- What progress have you made on your key goals or projects?
- What went particularly well, and what contributed to that success?

Challenges and Blockers (10 min)

- What challenges have you been facing recently?
- Where are you feeling stuck or slowed down?
- Are there any blockers I can help remove?
- What support or resources would make things easier?

Team and Collaboration (5–10 min)

- How are things going with your teammates?
- Are there any collaboration challenges or friction points?
- How is communication across the team or with other teams?
- Is there anything we should address to improve teamwork?

Action Items and Next Steps (5 min)

- What are the key takeaways from today's conversation?
- What specific actions will each of us take before the next 1:1?
- Who owns each action, and what are the timelines?

Put this template into action

Join the 5,000+ organizations that use Lattice to help power their People strategy.

[Schedule a demo](#)