

One on One Meeting Structure

1. Challenge Matrix Update

- a. Where are you placing yourself in the matrix this week? Why?
- b. What is one high and one low you can talk about since we last met?

2. Updates

- a. List of talking topics brought by employee including current project statuses, client “pulse” updates, conversation updates, goals and professional development updates

3. Growth Actions - SMART Goals or strategic tasks that will help our organization make a greater impact

- a. Personal Development Action - focused on training/management for yourself
- b. Organization Development Action - focused on what you are working on to improve processes/systems
- c. Client Development Action - research on client areas of interest / understand products
- d. List of most important tasks/questions/needs