TEMPLATE 1

Standard Weekly One-on-One Agenda

PURPOSE: *Structure your most important management meeting so it is consistent, theirs first, and ends in commitments.*

Employee: *Enter name*	**Manager:** *Enter name*	**Date:** *MM/DD/YYYY*	**Duration:** *30–45 min*

THEIR TOPICS (15–25 MINUTES)

Let them lead this section. Listen actively. Take notes.

- ☐ What's on your mind this week?
- ☐ What's going well?
- ☐ What's challenging or blocking you?
- ☐ What questions do you have?
- ☐ What support do you need from me?

THEIR TOPICS — NOTES

YOUR TOPICS (10–15 MINUTES)

- ☐ Feedback on recent work
- ☐ Update on team or company priorities
- ☐ Alignment check on current projects
- ☐ Any requests or asks

YOUR TOPICS — NOTES

DEVELOPMENT (5–10 MINUTES)

- ☐ Progress on development goals
- ☐ Learning opportunities
- ☐ Career conversations

DEVELOPMENT — NOTES

ACTION ITEMS

Owner	Action item	Due date

OPENING LINE

> "*[Name]*, this is your time. What's on your mind this week?"

> **Pro Tip:** Never cancel a one-on-one for a meeting you could reschedule. The message your team hears is which one mattered more.