

Employee Engagement 1:1 Template

This template serves as a discussion guide for each team member and their leader. The discussion is intended to help leaders support team members in efforts and activities to

Team Member Instructions:

1. Make a copy of this template by **RIGHT** clicking on the 1:1 Meeting Template Tab and select **DUPLICATE**.
2. Right Click to **RENAME** the new Tab to **M/D/YR** of the next 1:1 Meeting Date (example: 1/1/22).
3. 1:1 discussion guides should be completed at a minimum of 24 hours prior to the meeting date.

Cadence: Set by the leader and employee based on individual goals. Standard recommendation is Bi-Weekly, Monthly or Quarterly

Discussion Topic	Team Member	Leader	Resources
My top 3 accomplishments and what I am most proud about: 1. 2. 3.	*Be prepared to present top 3 accomplishment since our last meeting. *Pull your Performance Report since the last meeting. *Be prepared to talk about your Performance Report: What do you feel went well and what do you feel needs improvement?	Facilitate Discussion	List any resources available here.
Status of my action items from last meeting: 1. 2. 3.	Be prepared to speak to status of each action item from last month's meeting	Facilitate Discussion	List any resources available here.
My top 3 concerns: 1. 2. 3.	Be prepared to speak to top 3 concerns.	Facilitate Discussion	List any resources available here.
I am struggling in these areas: 1. 2. 3.	Be prepared to speak to what you might be struggling with	Facilitate Discussion	List any resources available here.
How you can help me: Resources and/training I need: 1. 2. 3.	Be prepared to discuss thoughts Be prepared to present recommended areas for continued training and development. Could be internal or external opportunities	Facilitate Discussion	List any resources available here.
What I want to do next (short term or long term): 1. 2. 3.	Be prepared to share what your career aspirations might be and development opportunities to support those goals	Determine appropriate plan of action to achieve desired results.	List any resources available here.

<p>Other items I'd like to discuss:</p> <ol style="list-style-type: none"> 1. 2. 3. 	<p>Outline any other items you would like to discuss</p>	<p>Determine appropriate plan of action to achieve desired results.</p>	<p>List any resources available here.</p>
<p>Assign action items to achieve desired objectives and results:</p> <ol style="list-style-type: none"> 1. 2. 3. <p><i>*Assign action items to address areas of focus.</i></p> <p><i>*Determine owner of each action item.</i></p> <p><i>*Identify a timeline for completion of each action item.</i></p> <p><i>*Send email with action items to team member after meeting for accountability.</i></p>	<p>Be prepared to present recommended action items to achieve desired objectives and results</p>	<p>Determine appropriate action items to achieve desired results & send team member email confirming action items to include each action item, owner, and expected timeline for completion</p>	<p>List any resources available here.</p>