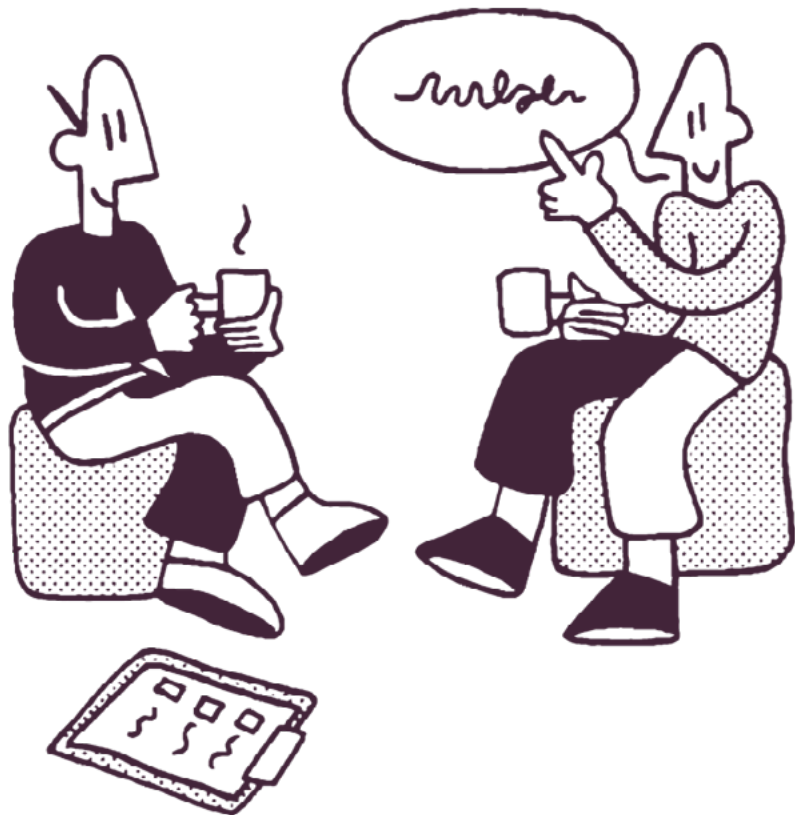


Goal setting one-on-one meeting template

(30 minutes)



Goal setting one-on-one meeting template (30 minutes)

Use this template to reflect on how your team member wants to develop, uncover strengths, and think ahead. The tone of the conversation should be centered around what makes them a productive team member, and how they could improve their impact on the team's objectives.

Self-reflection and discovery (5 minutes)

Have your team member reflect on their skill sets and strengths, and how they might leverage these in their work.

Self-reflection prompts:

- What motivates you the most at work?
- What is one skill that is harder for you that you could work on?
- How would you like to use your strengths in the future?

Pro tip: Before you meet, think of a strength you see in them and come ready with specific examples of when it had a positive effect on the team.

Setting and aligning goals (15 minutes)

Aim to set 2 or 3 goals with your employee, and balance performance goals with development goals.

Questions for goal-setting one-on-one meetings:

- What new knowledge would you need to obtain to achieve your goal more easily?
How could you acquire it?
- Do you have sufficient resources (IT, human, budgetary, material or others) to pursue your goal?
- Do you need to have a clearer picture of how your individual goals allow us to attain our goals as a team or a company?

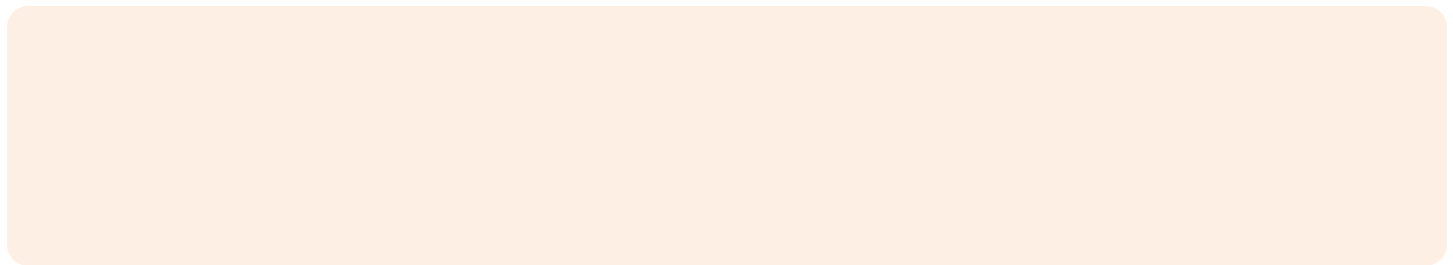
Pro tip: Access dozens of other suggested talking points for setting employee goals directly in the Officevibe app.

Establish smaller action items (10 minutes)

How can you and your team member make strides towards accomplishing these goals? Set a few smaller action items together and add them as talking points in your next meeting agenda.

How can I help you achieve your goals?

Pro tip: This is also a chance to collect feedback on how you can better carry out your role to support them. Use Officevibe's individual goals to plan these together.



Determined to understand your team better?

Officevibe's complete one-on-one software helps leaders get their team feeling and working their best with tools like collaborative agendas, goal tracking, and centralized notes.

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