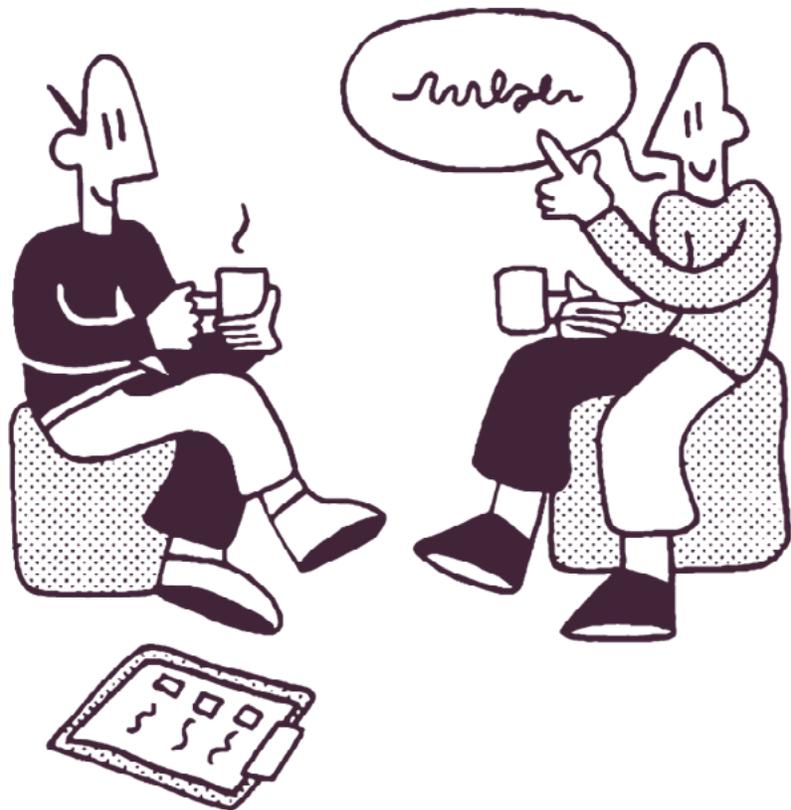


Classic one-on-one meeting template

(30 minutes)



Classic one-on-one meeting template (30 minutes)

Regular one-on-ones are a time for leaders and their team members to have a meaningful touchpoint. This 30-minute version of “the classic” is designed for leaders short on time who want to discuss the most critical topics while taking a pulse and making sure their team member is on the right track.

Check-in (5 minutes)

Start the conversation off with a warm tone. Ask your team member what they got up to over the weekend or what they're most looking forward to in the next month.

How have you been since our last 1-on-1?

Pro tip: Share something about yourself with them. They'll feel more comfortable opening up in the same way.

Recent work recap (10 minutes)

Let your team member lead the discussion and aim to keep this part positive.

What went well since the last time we met?

- Can you share a recent example of a work situation in which you thrived?
- What were the key components that led to your success?
- What skills or actions enabled you to obtain your goal

Pro tip: Make it a part of your routine to celebrate accomplishments. Come up with 1 or 2 things they have done well recently and highlight it's impact on the team.

Upcoming work preparation (10 minutes)

Look ahead together and mitigate any risks or blockers to your team member's success in their upcoming work. With the context of their recent accomplishments still top of mind, you can also give specific feedback that applies to what they'll be working on next

As things stand, do you think the team will be able to achieve our goal?

Why?

- In your judgment, is your workload reasonable? If it isn't, can you suggest solutions that we could implement together to address the problem?

Pro tip: It's good to clarify the expectations around their individual goals. Use Officevibe to collaborate on SMART individual goals and keep a record of the actions taken to accomplish them.

Wrap-up and set action items (5 minutes)

Highlight the key takeaways of your discussion and set 2-3 action items together.

What are the main points you got out of our conversation?

- Is there anything we haven't covered that you'd like to discuss?

Pro tip: Make sure you align on the next steps and assign action items to the right person. In your next 1-on-1, follow up on the outcome of each action item to keep accountability and stay on the right track.

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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