

## Weekly 1-on-1 Meeting Prep & Discussion Form

(This form is a guide, not a checklist. Use what's relevant.)

### **Purpose:**

This form is to help the employee prepare meaningfully for routine 1-on-1 meetings with their manager. It supports clearer conversations around progress, challenges, priorities, development, and well-being.

**Frequency:** Weekly

**Typical Duration:** 30-60 minutes (flexible)

(To be prepared by the employee before the meeting and used as a reference during the discussion)

Employee: \_\_\_\_\_ Manager: \_\_\_\_\_ Date: \_\_\_\_\_

### **1. Accomplishments & Wins (Since last 1-on-1)**

- What went well? Any successes, big or small, to highlight?

\_\_\_\_\_

### **2. Challenges & Roadblocks (Since last 1-on-1)**

- Where are you feeling stuck or overwhelmed?

\_\_\_\_\_

### **3. Top Priorities for the Upcoming Week**

- What are your 1-3 most important priorities for the next 7 days?

\_\_\_\_\_

- Are there areas that the Manager would like me to focus on (projects, skills, or priorities)?

\_\_\_\_\_

### **4. Support Needed**

- What can your manager do to help you overcome challenges or achieve priorities? (e.g., resources, decisions, guidance, removing blockers, team / cross-functional issues)

\_\_\_\_\_

### **5. Learning & Development**

- What did you learn recently? (about work, people, or yourself)

\_\_\_\_\_

- Are there any skills, training, projects you'd like to explore?
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## 6. Feedback & Observations

- Is there anything your manager can do differently to better support you?
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- What's working well or could be improved within the team/organization?
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## 7. Personal Well-being & Energy Levels

- How are you feeling overall (energy, stress, motivation)?
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- Are there anything affecting your work that your manager should be aware of? (Optional)
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## 8. Other Topics / Questions

- Anything else you'd like to discuss that wasn't covered above?
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## 9. If You Are a Manager (People Development)

- What did you do this week to support or develop someone in your team?
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## How to Get the Most from Your 1-on-1s

- Collate points during the week in a draft note or email.
- Prepare intentionally—1-on-1s shouldn't feel like a formality.
- Take brief notes during the meeting and track follow-ups.
- Start each 1-on-1 by closing loops from the previous one.
- If there's nothing meaningful to discuss, consider cancelling or moving to a fortnightly schedule.
- Focus on a few important topics per meeting—quality over quantity.
- Use the meeting to discuss both **work outputs** and **capabilities (soft skills)**.