



Potential Topics for Discussion during 1:1 Meetings

- Manager shares updates
- Employee shares progress updates toward goals, projects, etc.
- Manager provides ongoing, timely and balanced feedback: what is going well and where there are opportunities for improvement.
- Manager asks about employee's workload.
- Manager and employee discuss employee's long-term goals.
- Manager asks employee about any areas of work they want to:
 - be more involved in
 - explore coaching/training
 - discuss challenges
 - improve outcomes