

## One on One Update – With Leader (done monthly/every 2 weeks)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Leader: \_\_\_\_\_

### Kick-off Questions:

- Recent successes and failures (to celebrate)?
- What is energizing you right now?
- What is frustrating you right now?
- What do you want to make sure we cover in our time today?

Core Job Duties - Scorecard	How's It Going?			Needs?
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Quarterly Goals

Item	How's It Going?			Needs?
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Key Conversations

Questions/Issues to address	How can I support you? (circle one)
	Coach me   Direct me   Not sure
	Coach me   Direct me   Not sure
	Coach me   Direct me   Not sure

### Feedback for me?

- What is one thing that needs to be addressed by me? This organization?
- How have I made your job harder in the last 30 days?
- What is one question you/your team would like an answer to?

### Commitments – From this One on One (\*action for mgr / + action item for indiv)

Item	Owner / Deadline