

# 1:1 MEETING *STAYING ON TRACK*

These questions help maintain momentum after building a foundation.  
Meeting every other week works for most, to stay on track.

Team Member Name

## *FOLLOW UP ON OUTSTANDING ITEMS*

### Prepare in Advance

Review progress made  
on \_\_\_\_\_.

Whoever had the last action  
item should provide an  
update on any identified  
projects or roles for the team  
member's growth.

Share updates on  
actions you've taken  
to improve based on  
recent feedback.

Ask for an update on their  
personal development.

Assuming arrangements were  
previously made for skill  
development.

## *WORK AND WORKPLACE SATISFACTION*

How are things going  
for you right now?

What's not going so  
well?

What's going well?

How's the team  
dynamic, from your  
perspective?

## *SUPPORT AND IMPROVEMENT*

What would make  
your work processes  
easier?

What can I do to be  
better for you?

### Prepare in Advance

Provide any feedback  
you believe would help  
the team member.