

1:1 MEETING *BUILDING A FOUNDATION*

This template covers a broad range of topics. Ask only a few questions from each section in the first few meetings to keep the sessions manageable. Meeting weekly, to start, is a great way to build a solid foundation with your team members.

Team Member Name

ICE BREAKER QUESTIONS

Do you have any pets?
Tell me about them!

What's the most
interesting place
you've visited?

What's a fun fact
about you I may not
know?

EXPERIENCE

Tell me about your
work background and
previous roles.

What drew you to this
role?

What's a project or
accomplishment you're
proud of and why?

What are your greatest
strengths?

CAREER GOALS

What are your career
aspirations? How do
they support your
personal goals?

Are there specific
professional skills
you're looking to
develop or improve?

Are there any projects, roles, or areas within the company you're interested in exploring?

WORK PREFERENCES

What motivates you to
do your best work?

What skills do you
enjoy using at work?

How do you prefer to
manage your tasks and
projects?

What support do you
need from me/your
team to do your best?

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WORK AND PROJECTS

How are you feeling about your current workload?

Is anything unclear about your role or current workload?

Are any projects or tasks challenging?
How can I help?

What are your top priorities, and do they align with team goals?

TEAM DYNAMICS

How do you feel about communication within our team?

What changes would you suggest for our department?

Which team members do you enjoy working with/learn from most?

How are your interactions with other departments?

FEEDBACK AND IMPROVEMENT

How do you like to receive feedback?

How can I better support you in your role?

Are you getting enough feedback? How can I improve in giving it?

WORKPLACE SATISFACTION

How satisfied are you with your work-life balance?

What do you think would improve our work environment?

Do you have any concerns impacting you or your work?

Do you feel valued and recognized for your contributions?

PERSONAL INTERESTS

How do you like to celebrate your achievements?

Is there anything else you'd like to share that we haven't covered?

If you're okay with sharing, where's your "happy place"?