



1:1 Meeting Templates

Directions: This template includes a list of questions you can ask during both formal and informal meetings. This template is customized to meet your needs. Allow the information in the template to inspire you to add details to your meetings that you and your employees find useful.

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The “Building Trust” Meeting

1. How are you?
2. What did you do last weekend?
3. What do you love to do outside of work?
4. What’s your favorite thing about work?
5. How are your kids/spouse/parents doing?
6. Do you have any exciting plans for summer/holidays/new year?

The Employee’s Meeting

1. What would you like to focus on at this meeting?
2. Have you been struggling with anything?
3. Is there anything that you think I should know about?
4. Do you have an easy relationship with everyone at the office?
5. Have you noticed anything at the company that felt off lately?
6. Do you have any questions about the organization?
7. Is there anything that you need from me?

The “What You’re Working On” Meeting

1. How was last week?
2. Tell me your plans for next week?
3. What is the latest on the project?
4. Is anything getting in your way lately?
5. What are you prioritizing and what are you putting on the back-burner?
6. What could we do to make it better?
7. What project do you want to work on next?
8. Are you confused by any part of what you’re currently working on?

The Team Dynamics Meeting

1. Who on the team impresses you? Why?
2. If you were to build a small team to work with, who would be on it?
3. Who do you have a hard time working with? Why?
4. What makes someone a fit for our team?
5. Is there anything you would do to improve how the team collaborates?
6. Is there anyone you think you should be working more closely with but aren't?
7. What would you change about our team?
8. Why do you think [PERSON] left the company? Is there something we should change?

The Requesting Feedback Meeting

1. What feedback do you have for me?
2. Is there anything I can do to give you more support at work?
3. Can I help you work through anything specific?
4. Is there anything you would change about how you and I communicate?
5. Would you prefer more or less direction from me?
6. Is there something a former manager did that you really appreciated?
7. Do you have some examples of things you don't think I handled well?

The Long-Term Goals Meeting

1. What's your dream job?
2. What's your totally crazy idea that probably could never work, but you'd love if it could?
3. What do you want to be doing 10 years from now?
4. Is there someone who you think has an awesome life?
5. What do you want to do in your next job?
6. Do you feel like your work helps you make progress towards your goal?
7. What part of your work here is most in line with your goals?
8. Do you feel like you're learning new things at work?
9. Are there things you'd like to learn?
10. Is there additional training or education that you've considered pursuing?
11. Can we do anything to better align your work with your goals?
12. Do you have skills that you think are underutilized at work?

The “Are You Happy?” Meeting

1. Are you happy working here?
2. Do you feel proud of what you do here?
3. Do you enjoy coming into work?
4. What parts of your job make you unhappy?
5. What part of your work energizes you?

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