

The Easy 1:1 Meeting Template



A standard template for every meeting makes it easier to have engaging conversations.

Ask these questions to:

- Build a rapport with your team members.
- Know all about their work progress.
- Help them with any roadblocks that they're facing.

Breaking the ice

Start with the basics. They help you cut the first turf and show them that you care even about things that aren't related to work. In fact, this is super important to build a rapport and keep that momentum going.

1. How are you feeling this week? What are you most excited or worried about?

All about their role

After knowing their whereabouts, it's time to steer the conversation in a productive direction.

Asking the following questions will help you gauge their progress, learn about their achievements, know their objectives and help them win their goals.

2. What are you most proud of accomplishing?
3. Walk me through what all has happened on each of your goals/projects since we last connected?
4. What are your priorities for the next week?
5. What progress are you making on your goals for the next review period / six months? What do the broad timelines look like? Will you be able to meet them?

Being an advocate

Getting a deeper understanding of their goals and obstacles will give you the compass for the areas you can support them; coach them to do better, identify their troubles and help them resolve it, include them in projects they find interesting, give them opportunities to showcase their talents and help them work towards their long-term goals.

6. What challenges/obstacles are you facing? How can I assist in helping move things forward?
7. Is there anything else you need from me to meet your goals this week?
8. What immediate questions or concerns do you have?

End with gratitude

Showing gratitude has a greater impact on fostering a positive work environment. It helps improve team’s culture/dynamics in the workplace, so it’s important to ask this question to reinforce the behavior.

- 1. What went well with the team recently? Who supported you? What are you thankful for?

Setting the stage

Since there’s a faint chance of you missing out on something, always end the meeting with an open-ended question. There could be things for which you may not have an answer now and in that case, this can be your agenda for the next meeting.

- 10. Do you think we missed out on anything? / What do you want to discuss in our next one-on-one meeting?



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