

Draft 1to1

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Monthly templates 1to1

- How can we improve the way our team works together?

Summary:

Next Steps:

- What was a win that you had last week?

Summary:

Next Steps:

- Is there any other feedback you'd like to share with [employee name]?

Summary:

Next Steps:

- AMA (Ask Me Anything)

Summary:

Next Steps:

- What did you learn?

Summary:

Next Steps:

- Outstanding items

Summary:

Next Steps:

- What support can we offer?

Summary:

Next Steps:

- How can I best support the team as a manager?

Summary:

Next Steps:

- If you were a character in any book, movie, or TV show, who would you be?

Summary:

Next Steps:

- What's one win you had this past week? (personal or professional)**

Summary:

Next Steps:

- Anything else you'd like to share or discuss?**

Summary:

Next Steps:

- What are your top highlights since our last check in?**

Summary:

Next Steps:
