

Example 03

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```
{"ops":[{"insert":"XX/XXX one-on-one meeting\n"}]}
```

WEEKLY CONVERSATIONS

- How are you? How are things outside of work? How are you feeling? What's on your mind?

Summary:

Next Steps:

- How are we doing as a team? As an Office? How individual performance contributes to achieving those goals?

Summary:

Next Steps:

- Discuss successes, challenges, and roadblocks. What can I do to help you achieve your targets? How can I support you?

Summary:

Next Steps:

- What can I do better as a manager?

Summary:

Next Steps:

- What do you think is working well? What is not working so well?

Summary:

Next Steps:

- Discuss career development

Summary:

Next Steps:

ADHOC PROPOSALS