



Below is a template meeting agenda that can be adapted for 1:1 meetings. This structure ensures that the meeting is organized, covers all essential areas, and allows for open communication and colleague engagement.

You may adapt the below as necessary to meet your specific needs:

Personal

Objective: Build trust through open and honest communication.

1. How have you been doing recently?
2. Could you share one positive and one challenging experience from the past month?
3. In what ways can we provide you with the best support?

Professional

Objective: Address individual performance and any concerns.

1. Are there any performance issues we need to discuss?
2. Let's review your ACT and invoice count.
3. Do you have any concerns or complaints that need to be addressed?

Future

Objective: Discuss progress towards annual goals and future support.

1. How are you progressing towards our annual goals?
2. What actions can you take to achieve your goals?
3. How can we best support you in reaching these objectives?