horizontal line

**Name & Department**

Mark Forster

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New Year One-on-One [Name]

**Date: Q3 20XX Check-in, 4th of October**

# WARM-UP

# How were the vacation days, Christmas & New Year for you? Did you do anything special?

# REFLECTING LAST YEAR

* **Looking back on the past year, what are you most proud of?**
* **What were some of the key challenges, and how did you address them?**
* **What were your key takeaways from last year?**
* **How can we apply those learnings this year?**
* **Are there any new skills you’d like to develop?**
* **How satisfied are you with your career development?**

# 

# NEXT STEPS THIS YEAR

* **What are your top goals for this year regarding personal development?**
* **What are your top goals for this year regarding our current project?**
* **How do your priorities align with the team’s tasks?**
* **How can I help you succeed in your career and in your job?**

# TOPICS DIRECT REPORT (Name)

* …

## CLOSING

* **What are you most excited about for the year ahead?**
* **Feedback: What can I do better to lead you and/or the team?**
* **Is there anything else to discuss?**