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## Name & Department

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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?
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## REFLECTING LAST YEAR

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

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