horizontal line

**Name & Department**

Mark Forster

Sales Department (New York)

mark.forster@apple.com

Monthly One-on-One [Name]

**Month: September 20XX**

# WARM-UP

# How was last month for you?

# TOPICS DIRECT REPORT (Name)

* …

# MANAGER'S TOPICS: SUCCESS & PROGRESS

* **What were your biggest successes last month?**
* **What did you learn last month, which skills did you develop?**

# MANAGER'S TOPICS: CHALLENGES & SUPPORT

* **What obstacles have you faced?**
* **Are there any resources or support you need?**

# 

# MANAGER'S TOPICS: DEVELOPMENT & GOALS

* **Are there any new skills you’d like to develop?**
* **How can I help you move one small step towards your career goals?**

## CLOSING

* **Feedback: What can I do better to lead you and/or the team?**