
Name & Department

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Monthly One-on-One [Name]

Month: September 20XX

WARM-UP

- How was last month for you?
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TOPICS DIRECT REPORT (Name)

- ...

MANAGER'S TOPICS: SUCCESS & PROGRESS

- What were your biggest successes last month?
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- What did you learn last month, which skills did you develop?
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MANAGER'S TOPICS: CHALLENGES & SUPPORT

- What obstacles have you faced?
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 - Are there any resources or support you need?
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MANAGER'S TOPICS: DEVELOPMENT & GOALS

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

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