

**Name & Department**

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Weekly One-on-One [Name]

**Week: 5th September 20XX - 12th September 20XX**

# WELCOME

# How are you today, how was your week so far?

# TOPICS DIRECT REPORT (Name)

* …

# MANAGER'S TOPICS: REVIEW

* **What went well last week?**
* **What Challenges did you face?**

# MANAGER'S TOPICS: PRIORITIES & GOALS

* **Key Priorities for the upcoming week(s)?**
* **Where do you need my support?**

## CLOSING

* **Anything else you would like to discuss?**