
Name & Department

Mark Forster
Sales Department (New York)
mark.forster@apple.com

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?
-