
Name & Department

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Quarterly One-on-One [Name]

Date: Q3 20XX Check-in, 4th of October

WARM-UP

- How was your last quarter in your view, on a scale from 1 (really bad) to 10 (really good)?
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MANAGER'S TOPICS: SUCCESS & PROGRESS

- Looking at your goals, where are you at the moment?
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- What were your biggest successes in the last quarter?
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- What did you learn in the last quarter, which skills did you develop?
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- How satisfied are you with your personal development in the last 3 months?
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- What didn't go as planned, and why?
 -

TOPICS DIRECT REPORT (Name)

- ...
-

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 do your priorities align with the team's tasks?
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- What are your core goals for the next quarter?
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- How can I help you move towards your career goals?
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CLOSING

- Let's summarize the tasks we wrote down from this meeting.
- Feedback: What can I do better to lead you and/or the team?
- Is there anything else to discuss?