
Name & Department

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Mood Check-In [Name]

Date: 5th September 20XX

WARM-UP

- How are you doing at the moment, on a scale from 1 (really bad) to 10 (really good)?
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TOPICS DIRECT REPORT (Name)

- ...

MANAGER'S TOPICS: MOOD & SATISFACTION

- How satisfied are you with your job overall and why?
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 - How satisfied are you with your team?
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 - How satisfied are you with your current role?
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 - How satisfied are you with your current task?
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 - How satisfied are you with your learning curve?
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MANAGER'S TOPICS: SUPPORT

- In each of the categories above: Let's try to improve.
 - Core question: What experiments can we try in the next 2 weeks to move one step towards a better situation?
 - Who in your team is already good at these things? Whom could you talk to?
 - Thought experiment: Where in our company would you be even more satisfied?
 - What meetings could you skip, as an experiment?

CLOSING

- Is there anything else I can help you with?
- Let's summarize: Who is responsible for which tasks? When will be our next Check-In?