

Employee – Supervisor 1:1 Check-in

Results/Progress towards initiatives/projects

-
-
-

What's working? What's not working? Expectations clearly communicated. Mutual feedback.

-
-
-

Discuss roadblocks, time wasters, strategies for resolution and ways I can support you?

-
-
-

Action items for next meeting and takeaways from this meeting. Confirm mutual understanding.

-
-
-

Open forum (e.g. manager feedback, reflection, focus, ideas, trainings, etc.)

-
-
-