

# One-on-One Meeting



DATE	TEAM MEMBER NAME	YOUR NAME
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DIG

Focus on understanding and connecting personally. Proactively address any concerns they may have. Be intentional in assessing their overall happiness and well-being.

Example Questions:  
How are you doing? How is your family? What special events do you have coming up?

Is there anything specific you want to discuss before we dive in personally or professionally?

How would you rate your happiness with the current tasks you are performing? (1-10)

MEASURE

Regular check-ins on career and performance goals help ensure that team members feel valued and recognized, fostering engagement through personal achievements and progress acknowledgment.

KPI / OKR	GOAL	TRACKING

Example Statement:  
Let's discuss your current progress toward your career goals (or personal achievements).

## WRAP-UP

Example Statement:

Let's revisit the details of our last Team Meeting to ensure clarity on each of the items.

Example Statement:

Let's recap the items we discussed in this meeting. I especially want to ensure clarity on each of the action items we discussed today, who the owner is for each item, and also the dates for each of them that we committed to.

Recapping both one-on-one and team meetings in various settings is crucial for maintaining clarity and ensuring consistent communication and understanding across the entire team.

## CELEBRATE

Example Statement:

Let me share some of the things I noticed you are doing well...

Before we go, I wanted to share some positive feedback I received about you...

Celebrating individual positive and genuine behavior regularly and integrating this practice into team culture ensures the repetition and reinforcement of such behaviors.

