Jhana

Planner: 1-on-1 prep for managers

Use this guide to think through topics you'd like to discuss with your each of your direct reports. You likely won't have time to cover every topic every time, but it's a good idea to cover at least the first item in each meeting. You can always prioritize and/or rotate through topics in subsequent 1-on-1s.

Team member's name:	
Date:	
Check-in, development goals & feedback	
Outcome and follow-up items from previous 1-on-1:	
The person's overall development goals:	
Current development focus:	
Reinforcing feedback I want to give:	
Redirecting feedback I want to give:	
Projects or tasks I want to ask about:	
Questions I want to ask	
Examples: • *What interests you about the project(s) you're currently working on, and why?* • *What do you like about your role? What would you like to see change?* • *What else can I be doing to help you grow/advance in your career?* • *How are you feeling about the recent changes?* • *What areas of your work would you like more or less direction from me?* • *What's the biggest challenge you're facing right now? How can I help with that?* • *What's the biggest opportunity you see that we're missing?* • *What information or additional resources can I provide to help you do your job?* • *I'm working on improving as a manager — what feedback do you have for me that can help me do better?*	

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