

1-on-1 Meeting Template

Participants: _____

Date: _____ Time: _____

Scorecard Review

- Metrics
- Identify issues
- Celebrate wins

Rock/Project Check-In

- How are you making progress?
- Are there any areas that you are stuck?
- Do you need support?
- Is your rock on track for completion/delivery?

Talent Review

- What are you doing to retain the top 2/3 people?
- How can you develop the bottom 2/3 people?

What is your Vision?

Review Past To-Do List

New Issues/Opportunities

GEMBA Walk

- Go and see the actual process, understand the work, ask questions, and learn.

