# 1:1 Monthly meeting

Date:

**Between Manager & Employee**

How are you doing?

What has been working well this month?

Where are you getting stuck?

What might you do differently this month?

What is one thing I can help with this month to support your growth?

What are your goals for this month?

What training or support could you benefit from to be more effective in your role?

ACTIONS:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_