



# 1:1 MEETING AGENDA WORKSHEET

*Plan out the topics to discuss in your 1:1 meetings to get the biggest impact out of this time.*

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## AGENDA PLANNING

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How to use this worksheet:

This worksheet is an interactive PDF, so you can click links and type directly into the blank spaces on the form. Have your employee come prepared with this worksheet filled out to make your conversation more engaging.

Don't forget to review our [post on 1:1s to be sure you get the most out of these meetings.](#)

Questions or suggestions? Just want to say thanks? Send us an email at [hello@thetalentleader.com](mailto:hello@thetalentleader.com) - we would love to hear from you!

Good luck!

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Follow ups from last meeting:

Challenges since the last meeting:

Progress on major initiatives, input needed, and next steps:

What is one area you (employee) can improve upon?

What can your manager do to be more effective or support you better?