# One-on-One Agenda: Partnering for Performance

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| Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Goals

What are your goals for the next week/month/quarter?

## Accomplishments

What are you proud of accomplishing recently? (Milestones, skills, recognition, other responsibilities, etc.)

## Development Opportunities

What are some areas where you're interested in growing and developing?

## Job Needs/Challenges

Are there any needs or challenges you're facing in your role?

## Job Updates (focus/priorities)

What are your priorities for the next week/month/quarter?

## Feedback

Is there any feedback you have for me or the team as a whole?

## Other