

One-on-one meeting template

Effective communication is key to building strong relationships and fostering productivity. One-on-one meetings provide an invaluable opportunity for managers and team members to connect, align on goals, and address any concerns in a focused setting.

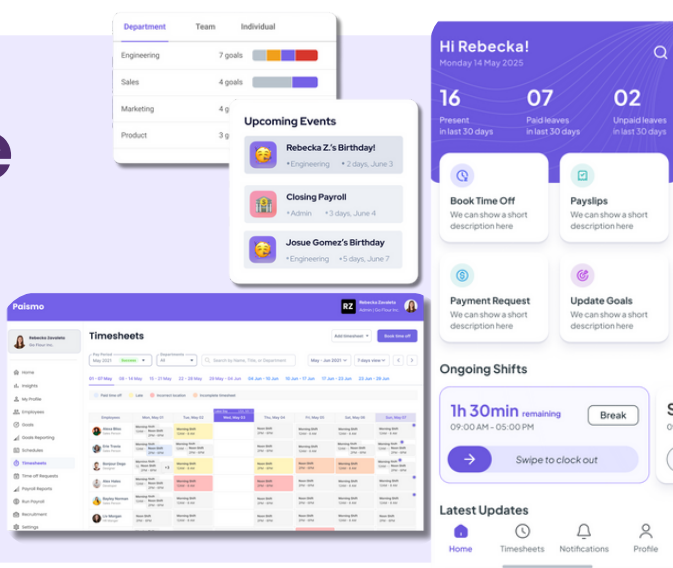
However, without a clear structure, these meetings can easily become unproductive or inconsistent. This guide offers a collection of one-on-one meeting templates designed to streamline your discussions, encourage open dialogue, and ensure that each session is purposeful and impactful.

By implementing these templates, you can enhance collaboration, facilitate feedback, and drive success within your team.

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These meetings serve as a crucial platform for relationship building and ensuring that both parties are aligned on expectations and objectives. Use this template as a starter for your meetings.

Team member name:	Date:
Team member work update: <i>(Previous actions, project updates, blockers)</i>	Actions/decisions:
Manager updates: <i>(New policies, performance feedback, new goals)</i>	Actions/decisions:
New goals, projects, responsibilities <i>(New policies, performance feedback, new goals)</i>	Actions/decisions: