

MONTHLY 1:1 MEETING TEMPLATE

RECOMMENDED TIME: 30-45 MINUTES

Employee Name:

Date:

1. MONTHLY REFLECTION

- What accomplishments are you most proud of this month?
- What challenges impacted performance?
- What would help you perform at a higher level?

NOTES:

2. PERFORMANCE REVIEW DISCUSSION

- Review:
 - Attendance Trends
 - Safety Behaviors
 - Quality Performance
 - Productivity Goals
 - Team Communication
 - Initiative & Ownership

3. DEVELOPMENT & CAREER GROWTH

- What skills would you like to improve?
- What training would help you succeed?
- Are there future leadership interests?
- What development opportunities should be explored?

NOTES:

4. COACHING & ACCOUNTABILITY

- What behaviors should continue?
- What behaviors need improvement?
- What expectations need clarification?

NOTES:

5. GOALS FOR NEXT MONTH

Goal

Follow-Up Date
