

WEEKLY 1:1 MEETING TEMPLATE

RECOMMENDED TIME: 10-15 MINUTES

Employee Name:

Date:

1. WINS FROM THIS WEEK

- What went well this week?
- What are you most proud of?
- Any improvements or successes worth recognizing?

NOTES:

2. ROADBLOCKS & FRUSTRATIONS

- What slowed you down this week?
- Any equipment, process, or communication issues?
- Anything creating unnecessary stress or frustration?

NOTES:

3. PERFORMANCE & EXPECTATIONS

- Review:
 - Attendance
 - Safety
 - Quality
 - Productivity
 - Teamwork
 - Standard Work Compliance

4. SUPERVISOR COACHING

- What support or coaching is needed?
- Any barriers the supervisor can remove?
- Any follow-up needed next week?

ACTION ITEMS

Action

Owner

5. EMPLOYEE FEEDBACK

- What feedback does the employee have for leadership or the process?
- Any ideas for improvement?

NOTES:
