

Agenda for 1:1 Meeting with Staff Member

Staff Member:

Date:

Agenda Item	Prep Notes	Notes from meeting
Connection		
What is the status of staff member's goals/ projects/ tasks		
Value-added feedback – <ul style="list-style-type: none"> • What did staff member do well? • What could staff member have done better? 		
New tasks/projects to be delegated to staff member <ul style="list-style-type: none"> • Use delegation 10 step checklist • Be clear re level of decision-making 		
Any issues employee wants to discuss?		
Any news you need to convey?		
Who will do what by when?		