

# 1:1 Discussion

## GOALS

- Update on goal progress
- Update on IDP progress
- Potential adjustments
- New goals



- Discuss goal progression since last meeting.
- If goals are complete or if this is the first meeting, set new goals.

## SUCCESSSES

- Celebrate success
- Strengths used to succeed



- Highlight employee success and thank them for their work.
- Ask them to identify the skills or strengths they used to be successful.

## OBSTACLES

- Roadblocks to success
- What other skills could you use?
- Highest/lowest priorities
- Potential solutions



- Identify roadblocks in the way of goal completion (new, ongoing or IDP).
- Ask the employee how they can use their strengths to overcome the obstacle or implement a solution.
- Partner to identify possible solutions.

## OPPORTUNITIES

- Development opportunities
- What other skills could you use?
- New skills/roles
- Future career growth



- Consider new opportunities for further learning, development and growth.

## DECISIONS

- Employee next steps
- Manager next steps



- Agree on actions to be taken before your next 1:1 meeting.
- Revise/Update your IDP (as needed).

Date:  Manager:  Employee: