Growth Performance

FOR MANAGERS & TEAM MEMBERS

One-to-One Planner

The 1:1 is the single most valuable management tool you have. Used well, it builds trust, surfaces problems early, drives development, and accelerates performance. Used poorly, it's a status update. Use this planner to make it count.

Who prepares this? Ideally both manager and team member prepare sections independently before the meeting. The meeting belongs to both people.

MEETING DETAILS

DATE & TIME	TEAM MEMBER	MANAGER

CHECK-IN: HOW ARE YOU DOING?

Start here, always. Not as a formality, but as a genuine enquiry. How someone is doing affects everything else in the meeting.

ENERGY LEVEL THIS WEEK (1-10):

ONE WORD FOR HOW YOU'RE ARRIVING:

ANYTHING SIGNIFICANT HAPPENING OUTSIDE OF WORK THAT I SHOULD KNOW ABOUT?

PROGRESS ON PREVIOUS ACTIONS

ACTION FROM LAST MEETING	STATUS (DONE / IN PROGRESS / BLOCKED)	NOTES

WHAT'S ON YOUR MIND?

Open space for whatever matters most. No agenda. What do you most want to talk about today?

What's on your mind? What would you most like to cover today?

CURRENT PRIORITIES & PROGRESS

What are your top priorities right now? Where are you making good progress? Where are you stuck?

PRIORITY	RAG (R/A/G)	BLOCKERS / SUPPORT NEEDED

DEVELOPMENT & GROWTH

What are you learning? What would you like to develop? Is there anything you want to try or take on?

DEVELOPMENT GOAL OR FOCUS AREA BEING WORKED ON:

FEEDBACK EXCHANGE

FEEDBACK I WANT TO GIVE (SPECIFIC, TIMELY, KIND):

FEEDBACK I WANT TO INVITE: "HOW CAN I BETTER SUPPORT YOU?"

ACTIONS FROM THIS MEETING

#	ACTION	OWNER	BY WHEN
1			
2			
3			
4			

NEXT 1:1 DATE:

ANY TOPIC TO PREPARE FOR NEXT TIME:

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

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