

1:1 Agenda

Top of Mind

Progress made since last meeting

Update on deliverables against priorities

Project roadblocks

People update

Out-of-office / travel schedule

Suggested 1:1 discussion agenda details

- top of mind topics should be prioritized at the beginning to ensure they are discussed in the meeting--can be areas that are important, impactful to the role, issues that may get escalated to the executive's desk, challenges recently faced, and change in career trajectory
- if there were actions from the last 1:1, state the progress made on agreed upon steps to take [i.e. coaching, mentoring, training, etc.]
- quick update on priorities and status against KPIs
- share examples of current roadblocks that are impacting the project timeline
- for larger teams, introduce recent new hires, team changes, call-out recent team wins and/or milestones
- extensive out-of-office time, travel or personal plans are helpful in team planning [and appropriate delegation if needed] to keep the work flow of regular business operations from being interrupted



focus on high quality interactions and think of social capital like a high-yield investment