

# 15Five's 1-on-1 Template

A 1-on-1 is a regularly scheduled private meeting between an employee and their direct manager, with the goal of helping employees get the support they need to reach their full potential at work. When executed well, 1-on-1s have the power to significantly boost team productivity, morale, and engagement.

---

## Benefits of having regular 1-on-1 meetings:

- Establishes a trusting relationship between an employee and their manager
- Gives employees space to freely express in a “safe space” what is going well, what they are struggling with, what questions they have, and barriers they may be facing
- Gives managers the opportunity to provide guidance and encouragement
- Helps employees feel confident in their work and decisions they are making
- Creates a culture of continuous improvement and success

### DO'S

- Have a regularly scheduled time to meet for 30-minutes every week.
- Use a standard agenda and ensure both parties come prepared for the discussion...but be flexible if needed depending on the discussion.
- Make it conversational and focused on the needs of the employee. This is their time to share their thoughts and get manager input. Let them start!
- Include personal topics that the employee is willing to share like family updates, interests, medical issues, etc. (but don't pry)
- Show your genuine care and concern for the employee

### DONT'S

- Don't skip the meeting. Occasional re-schedules are OK with advance warning. Show your support by making this a priority.
- Don't replace it with casual unplanned conversations or having an “open door policy.” This should be a separate, scheduled, focused meeting.
- Don't use this for other purposes like discussing a detailed work project or talking about long term objectives. Those should be separate meetings.



# 1-on-1 Meeting Template

There is no one-size-fits-all approach to a 1-on-1 meeting. The best 1-on-1 meeting is one that helps someone be and become their best self through positive and meaningful conversation. Nonetheless, you can use the questions below as a great jumping off point to frame your 1-on-1 conversations, and customize as you see fit.

---

**CHECK-IN QUESTION: HOW ARE YOU FEELING TODAY?**

**WHAT IS GOING WELL FOR YOU? WHAT ARE YOU PROUD OF?**

**WHAT ARE YOUR TOP 3 PRIORITIES IN THE COMING WEEK?**

**1**

**2**

**3**



**WHAT IS YOUR BIGGEST CHALLENGE/BLOCKER RIGHT NOW? LET'S TALK ABOUT THAT.**

**HERE IS SOME INPUT I HAVE THAT MIGHT BE HELPFUL TO YOU:**

**DO YOU HAVE ANY SUGGESTIONS FOR CHANGES OR IMPROVEMENTS?**

**ANY PERSONAL EVENTS WE SHOULD COVER SUCH AS PTO, MEDICAL APPOINTMENTS, FAMILY SITUATIONS, ETC.?**



## EMPLOYEE ACTION ITEMS:

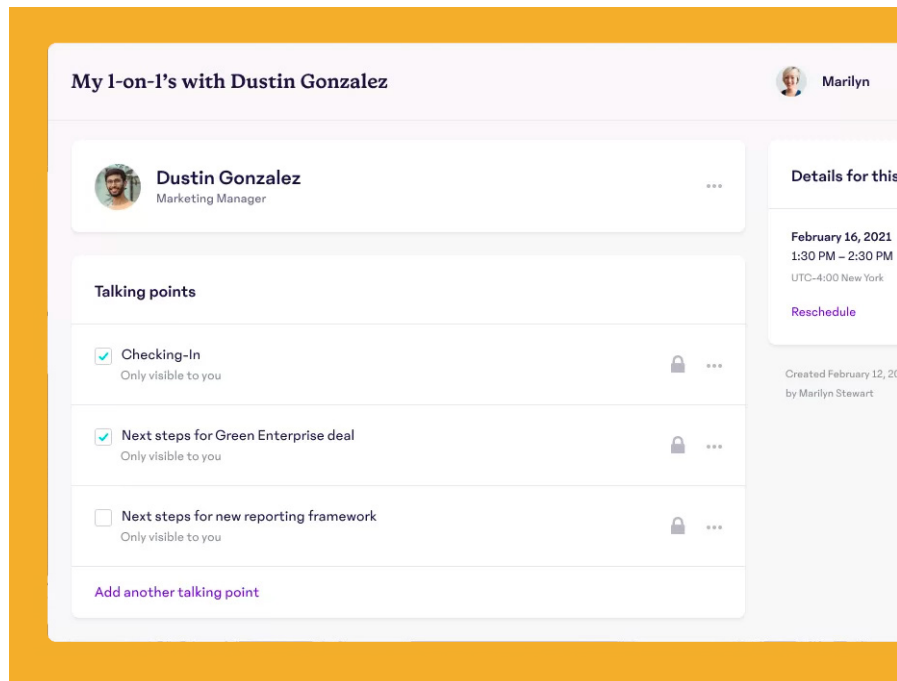
## MANAGER ACTION ITEMS:

# Get the Most Out of Your Meetings With 15Five

Want to keep track of your one on ones and help your company do them at scale?

Our [1-on-1 feature](#) is designed to help you get the most out of your meetings. Using our guided structure, it's easier to focus on priorities, challenges, and progress so everyone's aligned, motivated, and engaged.

Try a [2-week free trial of 15Five](#), or [schedule a demo today](#).



The screenshot displays a user interface for managing one-on-one meetings. The main heading is "My 1-on-1's with Dustin Gonzalez". Below this, there is a profile card for "Dustin Gonzalez, Marketing Manager". A section titled "Talking points" contains three items: "Checking-In" (checked), "Next steps for Green Enterprise deal" (checked), and "Next steps for new reporting framework" (unchecked). Each item has a lock icon and a three-dot menu. A "Reschedule" button is visible on the right side of the interface. The bottom right corner shows the meeting details: "February 16, 2021, 1:30 PM - 2:30 PM, UTC-4:00 New York".

