

One to One Meeting Tracking Form

Team Member:

Date:

Team Member Update: (notes you have taken from their part of the discussion)

Manager/Supervisor Update: (notes you have prepared for your discussion)

Future/Follow Up: (Items to review at the next One to One)

Review Attendance (CaptureIT): (Note any points of concern)

Team Member Signature: Date:

Manager/Supervisor Signature: Date:

Date of next One to One:

One to One Meetings should be:

- Regularly scheduled
- Rarely missed
- The primary focus is the team member
- Notes and follow up are critical.

Items to consider during discussion (this list is not prescriptive nor exhaustive – just a guide)

Volume of work
Quality of work
Job Knowledge
Dependability
Teamwork
Planning
Communication
Flexibility
Safety Awareness
Attendance and punctuality

Questions you could ask during the discussion (again not prescriptive or exhaustive – just a guide)

Can you update me on
Are you on track to meet your deadlines?
What questions do you have about the work?
What areas are ahead of schedule?
Where are you on budget?
Is there anything I need to do, and if so by when?
How are you going to approach this?
What do you think you should do?
How do you think we can do this better?
What can you/we do differently next time?
What areas of your work are you confident about?
What worries you?
Where do you think I can be most helpful?
What are your thoughts on my changes?
Any ideas/suggestions/improvements?