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# ONE-ON-ONE

| EMPLOYEE | MANAGER | DATE | HOW ARE YOU? (1-5) |
|---|---|---|---|
| | | | |

**LAST TIME'S ACTIONS: DONE?**

**WINS SINCE LAST TIME**

**TOP PRIORITIES FOR THE NEXT TWO WEEKS**

**BLOCKERS AND HELP NEEDED**

**FEEDBACK: MANAGER TO EMPLOYEE**

**FEEDBACK: EMPLOYEE TO MANAGER**

**DEVELOPMENT AND CAREER**

## Actions

| Action | Who | By |
|---|---|---|
| | | |
| | | |
| | | |
| | | |