

# 1 on 1 Teammate Meeting Framework Form

Date \_\_\_\_\_ Team Member \_\_\_\_\_

**Personal Notes:** (spouse, children, hobbies, friends, background, etc.)

What do I know about the person (background, family, desires, or difficulties?)

**Preferred Type of Reward / Recognition:** (favorite things, personality type, etc.)

**Notes on What He / She Needs From Me:**

What is this person responsible for doing?

What does this person need to hear (not what I want to say)?

What can I do to be a resource or support for this person?

**Notes on What I Need From Him / Her:**

What does this person do well?

What does this person need to keep doing? Start doing? Stop doing?

**Follow up and Future Focus:**

When will I check back with this person?

What will I need to refer to before we speak next time?



# 1 on 1 Teammate Meeting - Questions

- What things have you been working on?
- What has your week been like? Why?
- Tell me about your family...
- Tell me about your hobbies and activities...
- What is something you learned this week?
- What is something that challenged you this week?
- What is going on right now with (project x)?
- What areas of the project are ahead of schedule?
- What areas of the project may be an issue?
- What suggestions do you have to fix that?
- How can I be most helpful to you?
- What are 3 things you think our company does well?
- What is something our company needs to do better?
- What are your personal goals for the next five years?