
FIRST ONE-ON-ONE MEETING AGENDA TEMPLATE

Location: _____

Date: _____

Time: _____

Attendees: _____

TOPICS TO BE DISCUSSED:

I. PERSONAL BACKGROUND

a. WHERE DID YOU GROW UP?

b. WHAT SCHOOL DID YOU ATTEND?

c. WHAT IS THE MAKEUP OF YOUR FAMILY AT HOME?

d. WHAT DO YOU LIKE TO DO IN YOUR FREE TIME?

II. COMMUNICATION

a. DETERMINE THE BEST FORM OF COMMUNICATION
BETWEEN THE TWO PARTIES

III. AVAILABILITY

a. DISCUSS BEST SHIFTS OR HOURS FOR EMPLOYEE

IV. GOALS AND ASPIRATIONS

a. DISCUSS EMPLOYEE'S GOALS FOR ROLE AND
CAREER



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