

STANDING ONE ON ONE LEADER MEETING AGENDA

Date:

CHECK IN (5 minutes)

- How are you doing?
- What are your most significant accomplishments since the last meeting?

REVIEW OF LAST MEETINGS ACTION ITEMS (10 minutes)

- Status update for agreed action items
- Progress update
- What challenges have you faced? How have you addressed them?
- What support might you need?

CURRENT PRIORITIES, KEY PERFORMANCE INDICATORS (KPIs), ACTIONS AND PROGRESS (15 – 20 minutes)

List Priorities and KPIs here – You can build these out once at the beginning of the year so they always populate this section.

Key Projects and Initiatives – Leader Responsibility

- Progress update
- Wins, Successes
- Challenges, Concerns
 - Lessons learned
 - What might you do the same or differently next time?
- Brainstorm solutions or support needed

GROWTH AND DEVELOPMENT (10 Minutes)

Feedback Exchange for Learning

- Upward feedback for leader's growth
- Leader feedback for your growth

Career Development

- What is important for you in your career development?
- What experiences or learning might help better prepare you for your current job or future role?

Personal Learning Plan (Focus on 1 or 2 skills at a time as the maximum. You can add lines as you make progress)

Content, Skill, or Experience Area	Specific Development Activities	Review and Reflect – Do the knowledge and skills match desired need?	Date to Review

Intrapersonal Skills:

Self-awareness | Learning capacity and capability | Emotional intelligence | Ethics and integrity | Accountability | Adaptability | Resilience | Critical thinking | Creative thinking | Systems thinking | Problem solving | Decision making | Comprehension | Writing | Time management

Interpersonal Skills:

Listening | Active listening | Communication | Social awareness | Trust – Building relationships | Navigating conflict | Negotiation | Influence | Coaching | Cultural humility | Inclusivity | Empathy | Service orientation | Partnership and collaboration | Change | Delegation

Job Specific Skills:

Digital fluency | Data analytics | Project management | Financial acumen | Strategy and planning | Results orientation | Job or Industry Specific Skills – List Here

ACTION ITEMS & NEXT STEPS (5 minutes)