



# One on One Meeting

PERFORMANCE INDICATORS

INDICATOR:

INDICATOR: [arrow-shaped box]

PERFORMANCE:

PERFORMANCE: [light green box]

NEXT STEPS:

NEXT STEPS: [teal box]

INDICATOR:

INDICATOR: [arrow-shaped box]

PERFORMANCE:

PERFORMANCE: [light green box]

NEXT STEPS:

NEXT STEPS: [teal box]

DEVELOPMENT PLAN CHECK-IN

DEVELOPMENT PLAN CHECK-IN [light green box]

OTHER ITEMS

[Vertical list of 15 horizontal lines for other items]

FOLLOW UP...

[Large rounded rectangle with 10 horizontal lines for follow-up items]

DON'T FORGET TO SEND THESE FOLLOW UP ITEMS IN PREFERRED FORMAT (EMAIL, CALENDAR INVITES, TEAMS AGENDA, ETC)