ONE-ON-ONE MEETING AGENDA

Name:
Date:

What has been the most challenging part of your week?

What has been the most rewarding part of your week?

Goals or planned actions for the week?

1 –
2 –
3 –

Progress on the goals or planned actions from last week?

1 –
2 –
3 –

Issues to review?

Resources needed?

Questions?

Next week’s goals or planned actions?

1 –
2 –
3 –

Additional Discussion Points?