1:1 Conversation Notes

Employee Name: **Date:**

1. CHECK-IN (Connection + Follow-Up)

How are things going this week?

Follow-up from last 1:1:

Progress / Wins:

2. EXPLORE (Go Deeper)

What's been most challenging?

What's unclear or needs support?

Other discussion points:

3. ALIGN (Create Focus)

Key priorities:

What matters most right now?

1:1 Conversation Notes

Next Steps + Feedback

4. ACT (Next Steps + Feedback)

Next steps:

Support needed:

Feedback (Manager to Employee):

Feedback (Employee to Manager):