



MANAGER

TEAM MEMBER

DATE

Use this template every week. Start with their agenda - not yours.

## 1 Personal Check-In

How are they doing, really? Pause and listen.

5 min

Ask: "How are you doing this week - genuinely?"

## 2 Their Agenda

What's on their mind? Ask and then stop talking.

15 min

Ask: "What do you want to make sure we cover today?"

### QUESTIONS TO ROTATE

- What's the most frustrating part of your work right now?
- Is there anything you feel you're not getting enough support on?
- What's something you wish I knew about but might not?
- What's one thing I could do differently as your manager?

## 3 Your Agenda

One or two things you genuinely need. Not status.

5 min

Keep it to 1-2 items. Feedback, a real ask, or context to share.

## 4 Growth

One forward-looking question. Every few weeks.

5 min

Ask one:

- What do you want to be getting better at?
- How do you want your role to look different in 6 months?
- Is there something you're not learning that you wish you were?
- What would make you more effective in your work?

### ACTION ITEMS & FOLLOW-UPS

ITEM	OWNER	BY WHEN
<input type="checkbox"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
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