One-on-One

# Yearly Growth Meeting

## January 1, 2024

## 10:00am – 11:30am

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| Meeting Purpose: Yearly Meeting to align on current status and future goals and growth opportunities between (Manager’s name) and (Employee’s name). |  |
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**Section Question**

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| Role-Related | How would you describe your current role here? Don’t forget to take notes! |
|  | How would you say you are performing at this role? *Space for notes..* |
|  | What kind of tasks are you strongest at? What do you prefer working on the most? *Space for notes..* |
|  | What is an area of your work that you want to improve? *Space for notes..* |
|  | How could I or the company in general help make you more productive? *Space for notes..* |
|  | What do you find are the biggest challenges about working remotely? *Space for notes..* |
| Management | What is something I could do better? *Space for notes..* |
|  | What aspects of your work do you want more or less direction from me for? *Space for notes..* |
|  | What are your thoughts on how I’ve been coming up with direction? *Space for notes..* |
|  | What are your thoughts on our project management? *Space for notes..* |
|  | What would you change? *Space for notes..* |
| Future Plans | Where do you see yourself in 3 years? 10 years? *Space for notes..* |
|  | Where do you see the team/company going this year? In 5 years? *Space for notes..* |
|  | Are you interested in continuing to work at the company long term? Why or why not? *Space for notes..* |
| Action | Based on what we talked about, what are some things you are going to work on or do from here on out? Similarly, what can I do from here on out? Action Items Here! |