

# Your Guide to One-on-Ones

One-on-ones take an informal approach to regular meetings where the manager plays a supporting role listening to challenges, finding solutions to problems, and developing strategies alongside their employees.

**Date:**

**Employee:**

- What have you been focusing on?
- What are your upcoming plans and priorities?
- What is something that went well or that you're proud of?
- What challenges or roadblocks do you need help with?