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**Employee Name: Department:**

**Manager Name: Date:**

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| **Previous Meeting Follow Up***What were the main goals, challenges and follow up items from last meeting?* |
| **Updates to Provide***Any department updates, project updates, new projects, etc. to share* |
| **Questions to Ask During Meeting** |
| ***What are you working on?***  | ***What’s going well?*** |
| ***Are you having any challenges?***  | ***What do you want to improve?*** |
| ***What are your goals? Do you have any plans to get there?*** | ***Is there anything I can do to help?*** |
| ***What else would you like to discuss?***  | ***What can you/we do differently next time?******Any ideas/suggestions/improvements?*** |
| **Action Items** |
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