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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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