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| **One-on-One Form** | | | | |
| **Team Member:** |  | | **Date:** |  |
| Department: |  | | Time: |  |
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| **Personal/Notes: (Spouse, Children, Pets, Hobbies, Friends, History, etc.)** | | | | |
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| **Team Member Update/Notes:** | | | | |
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| **Manager Update/Notes:** | | | | |
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| **Future:** | | | | |
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| * Tell me about what you’ve been working on. | | * Is there anything I need to do, and if so by when? | | |
| * Tell me about your week – what’s it been like? | | * How are you going to approach this? | | |
| * Tell me about your family/weekend/ activities? | | * What do you think you should do? | | |
| * Where are you on ( ) project? | | * So, you’re going to do “X” by Tuesday, right? | | |
| * Are you on track to meet the deadline? | | * How do you think we can do this better? | | |
| * What questions do you have about the project? | | * What are your future goals in this area? | | |
| * What areas are ahead of schedule? | | * What are your plans to get there? | | |
| * Where are you on budget? | | * What can you/we do differently next time? | | |
| * What did ( ) say about this? | | * Any ideas/suggestions/improvements? | | |

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